

~~C O N F I D E N T I A L~~

DD/A Registry
45-3805/1

3 DEC
1983

MEMORANDUM FOR: Director of Training and Education

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Office of Training and Education Long Range Plan

REFERENCE: Office of Training and Education's FY 1986 to FY 1990 Plan

I have reviewed and approved your long range plan. It provides evidence of energetic and creative planning in your office. Especially noteworthy are the goals your office has set for itself. I look forward to meeting with your people quarterly to review the progress of your important programs to discuss any problem areas.

[Redacted Signature]

Harry E. Fitzwater

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ORIG: DDA/Plans [Redacted]

- Original - Addressee
- 1 - DDA Chrono
- 1 - DDA Subject
- 1 - DDA/MS Chrono
- 1 - DDA/MS Subject

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[Redacted Box]

~~C O N F I D E N T I A L~~

85-3805

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Introduction to OTE's FY 1986 - 1990 Plan

FROM:

Director of Training and Education
1026 C of C

EXTENSION

NO.

DATE

6 November 1985

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

25X1

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1.	TO:	DATE		OFFICER'S INITIALS	COMMENTS
		RECEIVED	FORWARDED		
1.	DDA 7D24 Hqs.			✓	
2.					
3.	EXO/DDA		7 NOV	Em	
4.					
5.	OK/Bene				
6.					
7.					
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85-3865

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OTE 85-1512
6 November 1985

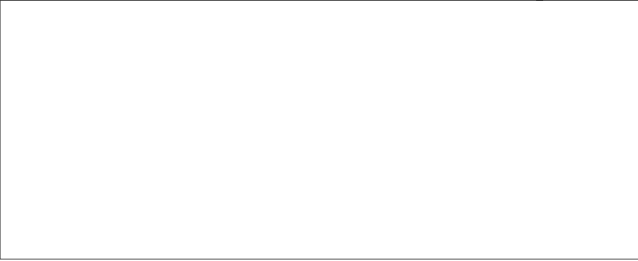
MEMORANDUM FOR: Deputy Director for Administration

FROM:
Director of Training and Education

SUBJECT: Introduction to OTE's FY 1986 - 1990 Plan

1. Attached are the Office of Training and Education goals for FY 1986 - 1990. Also, you will find the specific actions that each division in OTE will take over the course of the next year to bring us closer to the realization of the goals.

2. This package is but a necessary and vital step toward the achievement of a strategic plan for OTE. Our intention is to have a draft of the Office's first strategic plan done in January for your consideration and that of the Training Steering Committee (TSC). With the concurrence of the TSC, we will be on a sound foundation for ensuring that our work meets the priorities and the needs of our customers. A strategic plan that does not meet the test of close review and oversight of those it ultimately serves is not worth the paper it is written on. Getting our customers aboard is, as you know better than I, no easy undertaking and not without pain. But with your help, I am confident that we can achieve our overarching goal, to make OTE the best training organization in the U.S. Government and to make our training meet the challenges CIA faces.



Downgrade to Unclassified
Upon Removal of Attachment



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OFFICE OF TRAINING AND EDUCATION

FY 1986 GOALS

The Central Intelligence Agency is committed to achieving excellence. We recognize that our employees are our most valuable resource. The development of their capabilities is key to achieving our mission, and training is central to that process. We strongly believe that training is an investment not an expense.

We establish the following goals for the Office of Training and Education:

1. The importance of CIA's mission and the training needs of its employees mandates that CIA have the best training organization in the U.S. Government.
2. There must be increased recognition of the contribution of OTE's personnel to the training mission of the Agency. They must be given every possible opportunity to develop their skills, including rotational assignments and internal and external training. The recognition and reward of outstanding performance must be increased.
3. The curriculum must match the Agency's values, philosophy, and the courses must convey the unique values of CIA especially our commitment to excellence, integrity, equal employment, and professionalism.
4. OTE must establish and maintain close working relationships with consumers of its training product.
5. Training courses must be systematically reviewed to ensure relevancy and effectiveness.
6. OTE training programs must act as a catalyst to intra-Agency understanding and collaboration. Through training programs, OTE must facilitate communication among Agency leaders and officers as well as across directorate lines.

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7. Because it is our policy to take all reasonable and appropriate steps to reduce the risks to employees security abroad, OTE will provide training which will moderate the risks arising from terrorism and high levels of criminal activity.

8. OTE must actively pursue a solution to the lack of classroom, conferencing, and administrative space which has become a serious constraint on the training we can offer.

9. The use of automation will continue to be stressed as an efficient means of accomplishing our work. Resources will be identified to procure additional equipment until all OTE units have the required automated support.

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OFFICE OF TRAINING AND EDUCATION

FY 1986

PLANNING ASSUMPTIONS

1. OTE will not receive additional cuts to FY 1986 resources (including new initiatives) and the requested funding for the Executive Development and Secretarial Training Programs will be received.

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3. OTE will continue to experience growth in the number of students accommodated via both internal and external training requirements. CBT and self-study options will be relied on to handle some of the training.

4. The recruitment drive will result in larger numbers of students in the CT and orientation training courses.

5. A modest increase in personnel resources is expected in FY 1986.

6. The Directorates will continue to support training by rotating qualified personnel to OTE.

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&subject = 'FY86 Plan'

O - Scheduled Completion
X - Actual Completion

OFFICE: OTE/CTD

OBJECTIVE: Evaluate Proposal to Shorten CTDC

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Review CTDC portion of 85 CT program status report												

Sept 85

2. Based on review, reestablish/rewrite CTDC objectives												

Sept 85

3. If justified by #1, propose reduction in length of CTDC												

0

4. Meet with C/CTD & CTD staff to discuss shortened course												

0

6. Meet with block chairman of non-operational segments of CTDC to discuss shortened course												

0

7. Refine proposal to shorten CTDC												

0

(CONTINUED)

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O - Scheduled Completion
X - Actual Completion

OFFICE: OTE/CTD

OBJECTIVE: Continuation of previous page

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

8. Discuss proposal
with STOs

0

9. Present proposal to
Curriculum Committee

0

10. As needed, brief Ex Com
on proposed changes to CTDC

0

11. Revise CTDC schedule in
response to Ex Com decision

0

12. Implement new CTDC

0

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O - Scheduled Completion

X - Actual Completion

OFFICE: OTE/CTD

OBJECTIVE: Evaluate and implement an automated computer system to provide biographic, locator, and training information on Career Trainees.

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Review for status and content existing CT NOMAD2 data base			0									
2. Review 5 existing entry menus for content of data base: CT data, Bio Profile, Training Profile for classes and interims 1-4, Training Profile for classes and interims 5-8				0								
3. Retrain at least 3 employees in the use of the system.						0						
4. Meet with ASG/DI to revise existing system as required on VM			0									
5. Meet with OP reps to ensure data dump is timely					0							
6. Test system					0							
7. Implement system						0						
8. Evaluate utility								0				
9. Modify based on user requirements											0	

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0 - Scheduled Completion
X - Actual Completion

OFFICE: OTE/CTD

OBJECTIVE: Evaluate and revise as necessary DA Course for DA CTs (ACT)

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Review DA Course content for duplication of material available in other CT training courses. Eliminate as required.			0									
2. Review DA CTs course evals for ACT I. Eliminate ineffective presentations, field trips, lectures, etc. from ACT II			0									
3. Replace outside contractor course presentations with OTE resources if available			0									
4. Evaluate space used for ACT I. Modify as needed			0									
5. Implement ACT II			0									
6. Review student evals for ACT II												0
7. Discuss DA office presentations with each component to evaluate content and effectiveness												0

CONTINUED

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O - Scheduled Completion
X - Actual Completion

OFFICE: OTE/CTD

OBJECTIVE: Continuation from previous page

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

8. Discuss ACT with senior DA management and solicit recommendations for improvement												0
9. Eliminate ineffective field trips, presentations, lectures, etc from ACT III												0
10. Evaluate classrooms used for ACT II. Modify as needed												0
11. Implement ACT III												0
12. Evaluate and revise ACT as necessary												0

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O - Scheduled Completion
X - Actual Completion

OFFICE: OTE/CTD

OBJECTIVE: Educate host offices on characteristics of successful CT interim assignments

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Review results of CTP course Eval on interims			SEPT 85									
2. Remind interim managers of importance and mutual value of interims	0			0			0				0	
3. Educate CT supervisors as to importance of serious and thoughtful interim evaluations	0			0			0				0	
4. Monitor effectiveness of interims in all directorates	0			0			0				0	
5. Work with host managers to identify successful interims and to avoid unsatisfactory assignments in the future	0			0			0				0	
6. Continue adjusting interims when required mid-way through interim	0			0			0				0	

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O - Scheduled Completion

X - Actual Completion

OFFICE: OTE/EDS

OBJECTIVE: Develop Competency-based elective seminar(s) for executives.

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Identify competency or competencies most responsive to training			0									
2. Research for possible trng programs						0						
3. If using contractors, set criteria for selection						0						
4. Solicit bids & designs						0						
5. Contract & run pilot									0			
6. Evaluate									0			
-OR-												
3. If using internal staff, research & design						0						
4. Propose to Curriculum Committee						0						
5. Run pilot									0			
6. Evaluate									0			

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O - Scheduled Completion
X - Actual Completion

OFFICE: OTE/ITD/ATB

OBJECTIVE: Develop documentation for all ATB courses

RESPONSIBLE OFFICER: Course directors

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Course directors report on present status			0									
2. Determine resources required						0						
3. Develop action plan						0						
4. Implement plan												0

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O - Scheduled Completion
 X - Actual Completion

OFFICE: OTE/ITD/ATB

OBJECTIVE: Computerize ATB course and instructor schedules

RESPONSIBLE OFFICER: Training Assistants/Branch Chief

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Identify information needed			0									
2. Identify system/software to be used			0									
3. Input data and test system						0						
4. Training branch on use									0			
5. Implement system										0		

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O - Scheduled Completion
X - Actual Completion

OFFICE: OTE/ITD/ATB

OBJECTIVE: Make course preparation more efficient and effective

RESPONSIBLE OFFICER: Course directors

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Develop a more team-spirited approach to preparing for and conducting courses												
2. Identify action step for improving the process												
3. Assign responsibilities and implement idea												
4. Computerize course materials												
5. Develop PERT charts for each course												
6. Evaluate actions and refine process												

1. Develop a more team-spirited approach to preparing for and conducting courses

ALL YEAR

2. Identify action step for improving the process

O

3. Assign responsibilities and implement idea

O

4. Computerize course materials

O

5. Develop PERT charts for each course

O

6. Evaluate actions and refine process

O

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0 - Scheduled Completion
X - Actual Completion

OFFICE: OTE/ITD/ATB

OBJECTIVE: Develop new course materials

RESPONSIBLE OFFICER: Course directors/Branch Chief

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Identify course segments and materials which need revising/updating												0
2. Identify resources (people and materials)												0
3. Let contracts and/or negotiate assignment of MT-careerist												0
4. Acquire reference materials												0
5. Develop new materials												0
6. Introduce on experimental basis												0
7. Modify based on feedback and introduce accordingly												0

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0 - Scheduled Completion
X - Actual Completion

OFFICE: OTE/ITD/ATB

OBJECTIVE: Develop a Senior Branch Chief Seminar

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. DI & OTE approval			0									
2. Curriculum committee approval of design and development plan			0									
3. Carryout actin steps with DI involvement at all phases												0
4. Course design and content reviewed by Curriculum Committee												0
5. Conduct pilot running												0
6. Re-assess and report suggested design modifications to Curriculum Committee in preparation for 2nd running												0

1. DI & OTE approval 0
2. Curriculum committee approval of design and development plan 0
3. Carryout actin steps with DI involvement at all phases 0
4. Course design and content reviewed by Curriculum Committee 0
5. Conduct pilot running 0
6. Re-assess and report suggested design modifications to Curriculum Committee in preparation for 2nd running 0

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O - Scheduled Completion
X - Actual Completion

OFFICE: OTE/ITD/ATB

OBJECTIVE: Conduct Analysis Training Curriculum Review Conferences

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Conduct second session of series			0									
2. Follow-up papers due from consultants												0
3. Report results to Curriculum Committee, DDI, and DTE												0
4. Prepare papers on course to be reviewed for third session in series												0
5. Conduct third conference												0
6. Follow-up papers due from consultants												0
7. Report results to DDI & OTE												0

1. Conduct second session of series

0

2. Follow-up papers due from consultants

0

3. Report results to Curriculum Committee, DDI, and DTE

0

4. Prepare papers on course to be reviewed for third session in series

0

5. Conduct third conference

0

6. Follow-up papers due from consultants

0

7. Report results to DDI & OTE

0

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O - Scheduled Completion
 X - Actual Completion

OFFICE: OTE/ITD/ATB

OBJECTIVE: Integrate SAFE II technology into ATB courses

RESPONSIBLE OFFICER: Course directors

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Obtain hardware and ATB access to system												0
2. Train ATB personnel on use of system												0
3. Identify segments which should use computer												0
4. Introduce applications incrementally												0

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O - Scheduled Completion
X - Actual Completion

OFFICE: OTE/ITD/PDB

OBJECTIVE: Automating course materials for ITCIA

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED

	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

- | | | | | | | | | | | | | |
|---|---|--|--|--|--|---|--|--|--|--|--|---|
| 1. Consult with ISTD on most efficient way to produce an updatable, on-line survival handbook for ITCIA | 0 | | | | | | | | | | | |
| 2. Research and write handbook | | | | | | 0 | | | | | | |
| 3. Test run in February ITCIA | | | | | | | | | | | | 0 |

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0 - Scheduled Completion
X - Actual Completion

OFFICE: OTE/ITD/PDB

OBJECTIVE: Survey available software on problem solving

RESPONSIBLE OFFICER:

[Redacted box]

ACTIVITIES PLANNED

	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Branch identification of software needs by course	0											
2. Coordination with CBTG		0										
3. Testing of demonstrator software				0								
4. Purchase of software						0						
5. Integration into AIAPS as pilot effort in Spring 86											0	

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O - Scheduled Completion

X - Actual Completion

OFFICE: OTE/ITD/PDB

OBJECTIVE: Establish a domestic field trip in the Midcareer Course

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED

	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
	OCT	NOV	DEC	JAN
	FEB	MAR	APR	MAY
	JUN	JUL	AUG	SEP

1. Research sites	0			
2. Consult with STOs and Directorates on alternatives for visits	0			
3. Develop alternative lists of field trips	0			
4. Curriculum committee approval	0			
5. Conduct experimental field trip in Nov. running of MCC		0		
6. Evaluate results for future MCCs			0	

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0 - Scheduled Completion
X - Actual Completion

OFFICE: OTE/ITD/PDB

OBJECTIVE: Secure ASTD/OD Network membership for PDB staff

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Review the various training related associations and ID how we can get the best cross-section of memberships to address branch requirements												
												0

2. Coordinate branch membership in these organizations and control funding												
												0

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O - Scheduled Completion
X - Actual Completion

OFFICE: OTE/ITD/PDB

OBJECTIVE: Develop, design and test run pilot of Agency issues: Applied Problem Solving

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Present curriculum committee with proposal and survey plan for Directorates			0									
2. Survey Directorates IOT determine interest, target population, course goals, and criteria for success			0									
3. Report findings to curriculum committee and brief course concept			0									
4. Design course						0						
5. Present pilot running										0		
6. Evaluate											0	

1. Present curriculum committee with proposal and survey plan for Directorates

0

2. Survey Directorates IOT determine interest, target population, course goals, and criteria for success

0

3. Report findings to curriculum committee and brief course concept

0

4. Design course

0

5. Present pilot running

0

6. Evaluate

0

-

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O - Scheduled Completion
X - Actual Completion

OFFICE: OTE/ITD/TIB

OBJECTIVE: DS&T Computer-Based Training Feasibility Study

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. DS&T and approval	0			.								
2. Needs assessment			0									
3. Objectives defined			0									
4. Requirements document produced				0								
5. DS&T and OTE review					0							
6. Survey of potential vendors and sources							0					
7. RFP issued								0				
8. Proposals received									0			
9. Recommendations to DS&T and OTE										0		
10. Final Decision												0

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0 - Scheduled Completion
X - Actual Completion

OFFICE: OTE/ITD/TIB

OBJECTIVE: Develop course on managing a multi-cultural workforce for DS&T

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. DDS&T & OTE approval			0									
2. Course director selected			0									
3. Needs assessment			0									
4. Course outline review by OTE (PDR)				0								
5. Course statement of purpose and objectives					0							
6. Course content developed								0				
7. DS&T Review (CDR)									0			
8. OTE Curriculum Committee										0		
9. Course materials completed											0	
10. Initial running												0

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O - Scheduled Completion
X - Actual Completion

OFFICE: OTE/ITD/TIB

OBJECTIVE: Conduct new course: Technology Transfer

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. OTE approval			0									
2. Needs assessment												0
3. Curriculum Committee review												0
4. Design Course												0
5. Curriculum Committee review												0
6. Conduct first course												0

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0 - Scheduled Completion
X - Actual Completion

OFFICE: OTE/ITD/TIB

OBJECTIVE: Conduct English language version of Soviet Realities Course

RESPONSIBLE OFFICER:

25X1

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. OTE Approval			0									
2. Needs Assessment												0
3. Curriculum Committee review												0
4. Design course												0
5. Curriculum Committee review												0
6. Conduct first course												0
7. Conduct second course												0

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0 - Scheduled Completion
X - Actual Completion

OFFICE: OTE/ITD/TIB

OBJECTIVE: Develop new program: Economic Training

RESPONSIBLE OFFICER: DI rotatee to be identified

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. OTE/DI approval			0									
2. Select course director												0
3. Needs assessment												0
4. Curriculum Committee review												0
5. Design course												0
6. Curriculum Committee review												0
7. Conduct first course												0

1. OTE/DI approval			0									
2. Select course director												0
3. Needs assessment												0
4. Curriculum Committee review												0
5. Design course												0
6. Curriculum Committee review												0
7. Conduct first course												0

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0 - Scheduled Completion
X - Actual Completion

OFFICE: OTE/ITD/TIB

OBJECTIVE: Conduct series of Area-oriented courses identified from FY85
needs assessment

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Curriculum Committee approval of plan from FY 85			0									
2. Develop course												0
3. Pilot running of first course							0					
4. Evaluation program												0

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O - Scheduled Completion
 X - Actual Completion

OFFICE: OTE/IT/TIB

OBJECTIVE: Identify topics and potential audiences for Advanced Training
 in Military Analysis

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Develop preliminary list of topics			0									
2. Conduct survey						0						
3. Select highest priority topics							0					
4. Identify needed resources materials								0				
5. Prepare course, seminar, or topic outlines									0			
6. Develop content											0	
7. Schedule sessions												0

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25X1

Page Denied

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O - Scheduled Completion
 X - Actual Completion

OFFICE: OTE/ISTD

OBJECTIVE: Wang Telecommunications Course

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Design & Develop 1/2 day workshop on Wang Telecommunications			0									
Obtain curriculum Committee Approval & issue OTE flyer						0						
Present first course running												0
Begin schedule of once a month Presentation												0

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0 - Scheduled Completion
X - Actual Completion

OFFICE: OTE/ISTD

OBJECTIVE: SAFE2 Training

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Receive SAFE2 training materials from contractor												
Validate/revise SAFE2 courseware			0									
Deliver first SAFE2 new user's course						0						
Complete delivering SAFE2 training to 300 new SAFE2 users									0			
Deliver first SAFE1 to SAFE2 class										0		

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0 - Scheduled Completion
X - Actual Completion

OFFICE: OTE/ISTD

OBJECTIVE: Evaluate Computer Graphics Training Needs
and begin to address them

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Conduct user needs assessment												
Determine any applicable OIT hardware constraints												
Verify compatibilities of OIT supported/recommended software and hardware												
Draft report and brief findings to OTE Curriculum Committee												
Design graphics course to meet user's needs												

0

0

0

0

0

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O - Scheduled Completion
X - Actual Completion

OFFICE: OTE/ISTD

OBJECTIVE: Develop computer-based proficiency tests
for Introduction to AIM and
NOMAD2 Applications Development

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

Develop computer-based proficiency test for Introduction to AIM assessment												0
Develop computer-based proficiency test for Introduction to AIM assessment												0

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O - Scheduled Completion
X - Actual Completion

OFFICE: OTE/ISTD

OBJECTIVE: Working with C/CBTG, begin delivery of CBT
courses on VM and IBM Personal Computers

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Determine procedures to enroll, assist and test CBT students			0									
Offer CBT SAS on VM												0
Offer CBT AIM on VM												0
Offer CBT NOMAD2 on VM												0
Offer CBT Introduction to ADP on both VM and PCs												0
Offer CBT courses on selected PC software packages (DOS, KEDIT, LOTUS 123, etc.)												0
Offer CBT Fundamentals of VM on VM												0

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O - Scheduled Completion
X - Actual Completion

OFFICE: OTE/ISTD

OBJECTIVE: Design and implement a program for training employees
on the use of Personal Computers

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Determine PC training needs			0									
Devise a plan to satisfy the needs												0
Present plan for OTE Curriculum Committee approval												0
Conduct pilot runnings of first PC course												0
Offer regular runnings of PC courses												0
Review and revise as necessary the PC courses												0

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O - Scheduled Completion
X - Actual Completion

OFFICE: LTD/OTE

OBJECTIVE: To upgrade LS positions and restructure TO

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Write position description (PD) for benchmark GS-11 Language Instructor position.			0									
2. Submit GS-11 PD to OTE Pers for review and comment.												0
3. Have PMCD review GS-11 PD unofficially.												0
4. Write PD's for GS-9, 10,12 Language Instructor positions.												0
5. Have OTE Pers review and comment.												0
6. Submit fully documented upgraded TO to DTE for approval (Feb).												0
7. Submit entire PD package to PMCD for review (including PD's for Training Assistant and Registrar.												0

1. Write position description (PD) for benchmark GS-11 Language Instructor position. 0
2. Submit GS-11 PD to OTE Pers for review and comment. 0
3. Have PMCD review GS-11 PD unofficially. 0
4. Write PD's for GS-9, 10,12 Language Instructor positions. 0
5. Have OTE Pers review and comment. 0
6. Submit fully documented upgraded TO to DTE for approval (Feb). 0
7. Submit entire PD package to PMCD for review (including PD's for Training Assistant and Registrar. 0

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O - Scheduled Completion

X - Actual Completion

OFFICE: LTD/OTE

25X1 OBJECTIVE: Complete ORD [redacted] Develop a pilot program with
 25X1 ORD. [redacted] to do a Spanish interactive videodisc pilot
 project videodisc for beginners Spanish

25X1 RESPONSIBLE OFFICER: [redacted]

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Preview all on-line materials and provide recommendations for final changes/additions/deletions.			0									
2. Design additional material, write scripts and tape them.			0									
3. Prepare achievement tests for each lesson or activity.						0						
4. Prepare field test.							0					
5. Field test with sample Agency population.								0				
6. Study results of field test.									0			
7. Field test the Exito program with regularly enrolled LTD students.											0	
8. Analyze second field test results.												0
9. Adjust program according to analysis.												0
10. Implement project into the Spanish curriculum.												0

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OFFICE: LTD/OTE

O - Scheduled Completion
X - Actual CompletionOBJECTIVE: Develop an instrument that can supply student feedback to the
instructors on the effectiveness of their teaching.RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Develop a student evaluation form.			0									
2. Get input from language section chiefs, coordinators, linguists on the project.						0						
3. Have psychological services division assess evaluation form.									0			
4. Get additional input from representative sample of LTD instructors.										0		
5. Develop necessary Computer Programing.											0	
6. Implement evaluation form.												0

1. Develop a student evaluation form. 0
2. Get input from language section chiefs, coordinators, linguists on the project. 0
3. Have psychological services division assess evaluation form. 0
4. Get additional input from representative sample of LTD instructors. 0
5. Develop necessary Computer Programing. 0
6. Implement evaluation form. 0

CONFIDENTIAL

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O - Scheduled Completion
X - Actual Completion

OFFICE: LTD/OTE

OBJECTIVE: Develop Survival Level Course in Turkish

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Meet with department chiefs and language coordinators to discuss the "Survival" concept and develop a working plan.			0									
2. Brief instructors on "Survival" rationale and developmental procedures.			0									
3. Determine course content write objectives.												
4. Develop course.												
5. Type course material.						0						
6. Have illustrations made to accompany lessons.									0			
7. Run pilot survival course.											0	
8. Evaluate and calibrate pilot course.												Next FY

CONFIDENTIAL

CONFIDENTIAL

O - Scheduled Completion
 X - Actual Completion

OFFICE: LTD/OTE

OBJECTIVE: Develop a Proficiency or Skill Oriented Language Teaching Curriculum

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

- | | | | | | | | | | | | | | |
|---|--|--|--|--|--|--|--|--|--|--|--|--|---------|
| 1. Brief pertinent LS instructors about what this type of curriculum means. | | | | | | | | | | | | | 0 |
| 2. Develop a proficiency or skill oriented curriculum in one language. | | | | | | | | | | | | | 0 |
| 3. Experiment with and refine pilot project in the classroom. | | | | | | | | | | | | | 0 |
| 4. Study the results of the experiment. | | | | | | | | | | | | | 0 |
| 5. If results are positive, develop a proficiency or skill oriented curriculum in five major languages. | | | | | | | | | | | | | Next FY |

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O - Scheduled Completion
X - Actual Completion

OFFICE: LTD/OTE

25X1 OBJECTIVE: Develop a Spanish videodisc to complete the ORD
pilot program.

25X1 RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Design the lessons to complete project.									0			
2. Develop exercises.											0	
3. Write scripts.												0
4. Tape scripts.												Next FY
5. Develop the software.												Next FY

CONFIDENTIAL

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O - Scheduled Completion
X - Actual Completion

OFFICE: LTD/OTE

OBJECTIVE: Develop videodisc program in French Survival Course.

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

- | | | | | | | | | | | | | |
|---|--|--|--|--|--|--|--|--|--|--|--|---|
| 1. Design instructional materials for the French videodisc. | | | | | | | | | | | | 0 |
| 2. Develop exercises. | | | | | | | | | | | | 0 |

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O - Scheduled Completion
X - Actual Completion

OFFICE: LTD/OTE

OBJECTIVE: Development of Danish Reading Proficiency test
(Multiple-Choice Format)

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Complete drafting of sufficient test items.			0									
2. Review test items.						0						
3. Print field test version.						0						
4. Select field test candidates.						0						
5. Administer field test version and standard test.									0			
6. Analyze results of field test and report results to candidates.									0			
7. Eliminate or repair faulty items.										0		
8. Design conversion scale.											0	
9. Print and implement new test.												0

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0 - Scheduled Completion
X - Actual Completion

OFFICE: LTD/OTE

OBJECTIVE: Development of Dutch Reading Proficiency test (Multiple-Choice Format)

RESPONSIBLE OFFICER:

25X1

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Complete drafting of sufficient test items.												0
2. Review test items.												0
3. Print field test version.												FY-87
4. Select field test candidates.												FY-87
5. Administer field test version and standard test.												FY-87
6. Analyze results of field test and report results to candidates.												FY-87
7. Eliminate or repair faulty items.												FY-87
8. Design conversion scale.												FY-87
9. Print and implement new test.												FY-87

CONFIDENTIAL

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O - Scheduled Completion
 X - Actual Completion

OFFICE: LTD/OTE

OBJECTIVE: Development of German Recorded Listening proficiency Test
 (Multiple-Choice Format)

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Write all test items.												0
2. Review and select test items for inclusion in field test version.												0
3. Field test.												0
4. Analyze results.												0
5. Eliminate or repair faulty items.												0
6. Implement new test.												0

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Write all test items.												0
2. Review and select test items for inclusion in field test version.												0
3. Field test.												0
4. Analyze results.												0
5. Eliminate or repair faulty items.												0
6. Implement new test.												0

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O - Scheduled Completion
X - Actual Completion

OFFICE: LTD/OTE

OBJECTIVE: Development of Norwegian Reading Proficiency test
(Multiple-Choice Format)

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Complete drafting of sufficient test items.						0						
2. Review test items.												0
3. Print field test version.												0
4. Select field test candidates.												0
5. Administer field test version and standard test.												0
6. Analyze results of field test and report results to candidates.												0
7. Eliminate or repair faulty items.												0
8. Design conversion scale.												FY-87
9. Print and implement new test.												FY-87

CONFIDENTIAL

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O - Scheduled Completion
X - Actual Completion

OFFICE: LTD/OTE

OBJECTIVE: Development of Swedish Reading Proficiency test (Multiple-Choice Format)

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Complete drafting of sufficient test items.			X									
2. Review test items.												0
3. Print field test version.												0
4. Select field test candidates.												0
5. Administer field test version and standard test.												0
6. Analyze results of field test and report results to candidates.												0
7. Eliminate or repair faulty items.												0
8. Design conversion scale.												0
9. Print and implement new test.												0

-
1. Complete drafting of sufficient test items. X
 2. Review test items. 0
 3. Print field test version. 0
 4. Select field test candidates. 0
 5. Administer field test version and standard test. 0
 6. Analyze results of field test and report results to candidates. 0
 7. Eliminate or repair faulty items. 0
 8. Design conversion scale. 0
 9. Print and implement new test. 0

CONFIDENTIAL

CONFIDENTIAL

O - Scheduled Completion
X - Actual Completion

OFFICE: LTD/OTE

OBJECTIVE: Development of Polish Recorded Listening Proficiency Test
(Multiple-Choice Format)

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Write all test items.			0									
2. Review and select test items for inclusion in field test version.						0						
3. Field test.								0				
4. Analyze results.									0			
5. Eliminate or repair faulty items.											0	
6. Implement new test.												0

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O - Scheduled Completion
X - Actual Completion

OFFICE: LTD/OTE

OBJECTIVE: Development of Spanish Recorded Listening Proficiency Test
(Multiple-Choice Format)

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED

	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Write all test items.

2. Review and select test items for inclusion in field test version.

0

3. Field test.

0

4. Analyze results.

0

5. Eliminate or repair faulty items.

0

6. Implement new test.

0

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O - Scheduled Completion
X - Actual Completion

OFFICE: LTD/OTE

OBJECTIVE: Restructuring of Test Related Workshops

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

A. Plan and organize Achievement Test Workshop:												
1. Review literature.						0						
2. Produce prototype versions of achievement tests in English.									0			
3. Schedule Workshops.											0	
B. Plan and organize Item Writing Workshop:												
1. Review literature.									0			
2. Produce prototype versions of items in English.										0		
3. Schedule Workshops.												0

A. Plan and organize Achievement Test Workshop:

 1. Review literature.

 2. Produce prototype versions of achievement tests in English.

 3. Schedule Workshops.

B. Plan and organize Item Writing Workshop:

 1. Review literature.

 2. Produce prototype versions of items in English.

 3. Schedule Workshops.

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O - Scheduled Completion
X - Actual Completion

OFFICE: LTD/OTE

OBJECTIVE: Write and implement sets of operational role-playing scenarios
to be used in Oral Proficiency Tests

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

-
- Complete writing of 70-100 operational scenarios and submit to DO Language Committee for revision. 0
 - Train specific testers in each language on administration and scoring. 0
 - Implement in all languages. 0

CONFIDENTIAL

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O - Scheduled Completion
 X - Actual Completion

OFFICE: LTD/OTE

OBJECTIVE: Establish the correlation between global proficiency scores
 and individual factor scores.

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Obtain a data base.												0
2. Compute the correlation coefficient between global proficiency scores and each of the individual factor scores.												0
3. Interpret the results obtained from the data.												0

CONFIDENTIAL

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O - Scheduled Completion
X - Actual Completion

OFFICE: LTD/OTE

OBJECTIVE: Development of Indonesian Reading Proficiency test
(Multiple - Choice Format)

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Complete drafting of sufficient test items.			0									
2. Review test items.					0							
3. Print field test version.						0						
4. Select field test candidates.							0					
5. Administer field test version and standard test.										0		
6. Analyze results of field test and report results to candidates.												0
7. Eliminate or repair faulty items.												FY 87
8. Design conversion scale.												FY 87
9. Print and implement new test.												FY 87

CONFIDENTIAL

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0 - Scheduled Completion
 X - Actual Completion

OFFICE: LTD/OTE

OBJECTIVE: Redesign Language Use Questionnaire and Analyze

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Based on Analysis of FY 82 84 questionnaires, redesign same.			0									
2. Study feasibility of computerizing for analysis.			0									
3. Ensure adequate distribution of questionnaire in HQS area and overseas.						0						
4. Analyze results.								0				
5. Put mechanism in place to ensure annual distribution and analysis.												0

1. Based on Analysis of
 FY 82 84 questionnaires,
 redesign same.

0

2. Study feasibility of
 computerizing for analysis.

0

3. Ensure adequate distribution
 of questionnaire in HQS area
 and overseas.

0

4. Analyze results.

0

5. Put mechanism in place
 to ensure annual distribution
 and analysis.

0

CONFIDENTIAL

CONFIDENTIAL

O - Scheduled Completion
X - Actual Completion

OFFICE: LTD/OTE

OBJECTIVE: Develop computer mediated Reading Proficiency Tests

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Consult with other government agencies and academia on best software available.												0
2. Determine need to contract out for development of software.												0
3. Decide on a suitable hardware.												0
4. Develop software or implement existing one.												0
5. Field test software.												FY 87
6. Purchase hardware.												FY 87

1. Consult with other government agencies and academia on best software available.

0

2. Determine need to contract out for development of software.

0

3. Decide on a suitable hardware.

0

4. Develop software or implement existing one.

0

5. Field test software.

FY 87

6. Purchase hardware.

FY 87

CONFIDENTIAL

CONFIDENTIAL

O - Scheduled Completion
X - Actual Completion

OFFICE: LTD/OTE

OBJECTIVE: Correlation Study Between MLAT scores and End of Training Scores

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Compile data for FY79-FY85.			0									
2. Input data in VM.						0						
3. Analyze using SAS.						0						
4. Report on results.								0				
5. Determine MLAT's predictability based on language difficulty level.												0

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O - Scheduled Completion
X - Actual Completion

OFFICE: LTD/OTE

OBJECTIVE: Development of Greek Reading Proficiency test (Multiple-Choice Format)

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Complete drafting of sufficient test items.												0
2. Review test items.												0
3. Print field test version.												0
4. Select field test candidates.												0
5. Administer field test version and standard test.												FY 87
6. Analyze results of field test and report results to candidates.												FY 87
7. Eliminate or repair faulty items.												FY 87
8. Design conversion scale.												FY 87
9. Print and implement new test.												FY 87

-
1. Complete drafting of sufficient test items. 0
 2. Review test items. 0
 3. Print field test version. 0
 4. Select field test candidates. 0
 5. Administer field test version and standard test. FY 87
 6. Analyze results of field test and report results to candidates. FY 87
 7. Eliminate or repair faulty items. FY 87
 8. Design conversion scale. FY 87
 9. Print and implement new test. FY 87

CONFIDENTIAL

CONFIDENTIAL

O - Scheduled Completion
X - Actual Completion

OFFICE: LTD/OTE

OBJECTIVE: Development of Turkish Reading Proficiency test (Multiple-Choice Format)

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Complete drafting of sufficient test items.			0									
2. Review test items.						0						
3. Print field test version.							0					
4. Select field test candidates.								0				
5. Administer field test version and standard test.									0			
6. Analyze results of field test and report results to candidates.										0		
7. Eliminate or repair faulty items.											0	
8. Design conversion scale.												0
9. Print and implement new test.												0

CONFIDENTIAL

CONFIDENTIAL

O - Scheduled Completion
X - Actual Completion

OFFICE: LTD/OTE

OBJECTIVE: Development of Chinese Reading Proficiency test (Multiple-Choice Format)

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Complete drafting of sufficient test items.			0									
2. Review test items.												0
3. Print field test version.												0
4. Select field test candidates.												0
5. Administer field test version and standard test.												0
6. Analyze results of field test and report results to candidates.												0
7. Eliminate or repair faulty items.												0
8. Design conversion scale.												0
9. Print and implement new test.												0

CONFIDENTIAL

CONFIDENTIAL

O - Scheduled Completion
 X - Actual Completion

OFFICE: LTD/OTE

OBJECTIVE: Development of Korean Reading Proficiency test (Multiple-Choice Format)

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED

	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Analyze results of field test and report results to candidates.			0									
2. Eliminate or repair faulty items.						0						
3. Design conversion scale.							0					
4. Print and implement new test.									0			

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O - Scheduled Completion
X - Actual Completion

OFFICE: LTD/OTE

OBJECTIVE: Development of Persian Reading Proficiency test (Multiple-Choice Format)

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Complete drafting of sufficient test items.						0						
2. Review test items.												0
3. Print field test version.												0
4. Select field test candidates.												0
5. Administer field test version and standard test.												0
6. Analyze results of field test and report results to candidates.												FY 87
7. Eliminate or repair faulty items.												FY 87
8. Design conversion scale.												FY 87
9. Print and implement new test.												FY 87

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0 - Scheduled Completion
X - Actual Completion

OFFICE: LTD/OTE

OBJECTIVE: Development of Vietnamese Reading Proficiency test (Multiple-Choice Format)

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Complete drafting of sufficient test items.			0									
2. Review test items.												0
3. Print field test version.												0
4. Select field test candidates.												0
5. Administer field test version and standard test.												0
6. Analyze results of field test and report results to candidates.												0
7. Eliminate or repair faulty items.												0
8. Design conversion scale.												0
9. Print and implement new test.												0

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O - Scheduled Completion
X - Actual Completion

OFFICE: LTD/OTE

OBJECTIVE: Development of Portuguese Reading Proficiency test (Multiple-Choice Format)

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Complete drafting of sufficient test items.				0								
2. Review test items.					0							
3. Print field test version.						0						
4. Select field test candidates.							0					
5. Administer field test version and standard test.										0		
6. Analyze results of field test and report results to candidates.												0
7. Eliminate or repair faulty items.												FY 87
8. Design conversion scale.												FY 87
9. Print and implement new test.												FY 87

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O - Scheduled Completion
X - Actual Completion

OFFICE: LTD/OTE

OBJECTIVE: Development of Finnish Reading Proficiency test (Multiple-Choice Format)

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Complete drafting of sufficient test items.									0			
2. Review test items.										0		
3. Print field test version.												0
4. Select field test candidates.												FY-87
5. Administer field test version and standard test.												FY-87
6. Analyze results of field test and report results to candidates.												FY-87
7. Eliminate or repair faulty items.												FY-87
8. Design conversion scale.												FY-87
9. Print and implement new test.												FY-87

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O - Scheduled Completion
X - Actual Completion

OFFICE: OTE/ADC

OBJECTIVE: Review entire OTE curriculum and select 10 to 20 percent for evaluation

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Review curriculum			0									
2. Identify courses for evaluation						0						
3. Conduct evaluations										0		
4. Recommendations for change or deletion from curriculum												0

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0 - Scheduled Completion
X - Actual Completion

OFFICE: OTE/ADC

OBJECTIVE: Establish training trainers program for OTE instructors to
implement OTE competency-based program

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Develop courses (basic)												
2. Pilot runnings:												
-supervisors workshop				0								
-survival course						0						
-presentational skills (with certification)							0					
-design workshop									0			
3. Develop intermediate courses												0

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O - Scheduled Completion
X - Actual Completion

OFFICE: OTE/ADC

OBJECTIVE: Establish a planning, evaluation and curriculum development staff

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

- | | | | | | | | | | | | | |
|-----------------------------------|--|--|---|--|--|--|--|--|--|--|--|---|
| 1. D/OTE approval | | | X | | | | | | | | | |
| 2. Request positions from DDA (3) | | | | | | | | | | | | 0 |
| 3. Recruit/Hire | | | | | | | | | | | | 0 |
| 4. Position descriptions | | | | | | | | | | | | 0 |
| 5. Assign duties | | | | | | | | | | | | 0 |

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O - Scheduled Completion
X - Actual Completion

OFFICE: OTE/ADC

OBJECTIVE: Conduct training need surveys and reports to OTE, related offices
on ADD steering committee

RESPONSIBLE OFFICER: ADC

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. DO survey complete						0						
2. DA survey										0		
3. OP recruiters			0									
4. OF complete												
5. OL complete									0			
6. EEO training complete									0			
7. Mgt. training										0		
8. Off Campus Program recommendation to ADD's						0					0	
9. Regional studies program										0		
10. S&T needs assessment on multi-cultural training												0

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0 - Scheduled Completion
X - Actual Completion

OFFICE: OTE/ADC

OBJECTIVE: Determine quantity and type of training conducted by other
Agency components (Component-conducted training report)

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Obtain DTE approval			0									
2. Conduct program call for component data												0
3. Analyze results											0	
4. Publish paper for ADD steering committee review												0

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O - Scheduled Completion
 X - Actual Completion

OFFICE: OTE/CBTG

OBJECTIVE: Develop courseware delivery procedure for VM3

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

Initiate procurement of Phoenix for VM3			X									
Draft delivery procedure for discussion			X									
Install Phoenix on VM3									0			
Test procedures for courseware delivery												0
Announce CBT capability												0
Implement courseware delivery												0

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0 - Scheduled Completion
X - Actual Completion

OFFICE: OTE/CBTG

OBJECTIVE: Deliver AIM course on VM3

RESPONSIBLE OFFICER:

[Redacted Name Box]

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

Complete coding of all units			0									
Test-run units for de-bugging			0									
Announce AIM course to consumers						0						
Implement course in delivery mode						0						

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25X1

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0 - Scheduled Completion
X - Actual Completion

OFFICE: MPB/ADC/OTE Audiovisual Section

OBJECTIVE: Upgrade audiovisual equipment used in classrooms

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

- | | | | | | | | | | | | | |
|---|--|--|---|--|--|--|--|--|--|--|--|---|
| 1. Survey areas of need | | | 0 | | | | | | | | | |
| 2. Itemize equipment needs
and cost factors involved | | | | | | | | | | | | 0 |
| 3. Purchase needed equipment | | | | | | | | | | | | 0 |

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0 - Scheduled Completion
X - Actual Completion

OFFICE: MPB/ADC/OTE Television Section

OBJECTIVE: Complete outside video requirements

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Complete outside video requirements												0

(MPB memo dated 26 September 1985)

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O - Scheduled Completion
X - Actual Completion

OFFICE: MPB/ADC/OTE Television Section

OBJECTIVE: Prepare TB Section to provide increased support to OTE efforts
in interactive video and CBT

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Work along with commercial company involved with "Hostile Interrogation" project in an effort to upgrade skills for assumption of similar support tasks in the future												
2. Identify both training and individuals for CBT productions of the future												
3. Identify both equipment and costs for in-house assumption of CBT video support tasks												

1. Work along with commercial company involved with "Hostile Interrogation" project in an effort to upgrade skills for assumption of similar support tasks in the future

2. Identify both training and individuals for CBT productions of the future

3. Identify both equipment and costs for in-house assumption of CBT video support tasks

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O - Scheduled Completion
X - Actual Completion

OFFICE: MPB/ADC/OTE Television Section

OBJECTIVE: Improve quality of delivery of TV products

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
	OCT NOV DEC	JAN FEB MAR	APR MAY JUN	JUL AUG SEP

1. Develop contracts with clients during concept development stage
2. Develop in-office script review process which will involved ADC.
3. Consider hiring external consultants for those productions which will be disseminated beyond OTE classrooms. Develop a pool of union rated professional actors for these productions.
4. Develop a panel review of finished TB products. Approval by the Curriculum Committee is essential prior to submission to both D/OTE and client.

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0 - Scheduled Completion
X - Actual Completion

OFFICE: MPB/ADC/OTE Language Lab

OBJECTIVE: Improve Language Lab

RESPONSIBLE OFFICER:

25X1

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Hire an additional part-time employee												0
2. Replace worn out equipment												0

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O - Scheduled Completion
X - Actual Completion

OFFICE: MPB/ADC/OTE

OBJECTIVE: Enhance capability to support curriculum

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Consult with OTE Curriculum Committee													0
--	--	--	--	--	--	--	--	--	--	--	--	--	---

2. Examine staffing and resources													0
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0 - Scheduled Completion
X - Actual Completion

OFFICE: MPB/ADC/OTE Learning Center

OBJECTIVE: Increase scope of services offered at Learning Center

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Investigate the use of multi-purpose furniture, and submit findings on amount needed and related cost												0
2. See to the installation												
3. Make both commercial and Agency developed software/courseware available to Learning Center Users												0

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O - Scheduled Completion
X - Actual Completion

OFFICE: MPB/ADC/OTE

OBJECTIVE: Improve service and product quality of Graphics Section

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Investigate computer graphic equipment uses, and submit purchase recommendations												0
2. Investigate color reproduction equipment uses, and submit purchase recommendations												0

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O - Scheduled Completion
 X - Actual Completion

OFFICE: OTE/MATD/MTB

OBJECTIVE: Perform a management training curriculum review

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. First draft question- naire			0									
2. Final draft to ADC												0
3. Mail questionnaires												0
4. Questionnaires returned												0
5. Data analysis												0
6. Report results to ADC												0
7. DTE decision on panel-- to consult with advisory committee												0
8. Select panel & outside representative												0
9. Program & course descriptions & questionnaire results to panel												0
10. Panel evaluation												0
11. Presentation to curriculum committee												0

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O - Scheduled Completion
X - Actual Completion

OFFICE: OTE/MATD/MTB

OBJECTIVE: Conduct EEO curriculum review. Include EEO content in OTE courses

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Panel review (include NSA rep)												0
--------------------------------------	--	--	--	--	--	--	--	--	--	--	--	---

2. Presentation to Curriculum Committee												0
--	--	--	--	--	--	--	--	--	--	--	--	---

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O - Scheduled Completion

X - Actual Completion

OFFICE: OTE/MATD/MTB

OBJECTIVE: Develop overseas management training course.

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Determine need for O/S management course			0									
2. Present draft outline of O/S course to ADC						0						
3. Present proposal to Curriculum Committee							0					
4. Deliver course overseas -- 7 runnings								2	3	2		
5. Report to Curriculum Committee												0

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0 - Scheduled Completion
X - Actual Completion

OFFICE: OTE/MATD/ASB

OBJECTIVE: Implement recommendations on secretarial training program

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Conduct "Professional Office Protocol Course												
a. Evaluate & select contractors & sites												0
b. Conduct 2 pilot runnings												0
c. Assess, make recommendations												0
2. Conduct Intelligence Issues Course												
a. Design course in cooperation with IT												0
b. Obtain approval from Curriculum Committee												0
c. Develop course												0
d. Conduct 2 pilots											0	0
e. Assess, make recommendations												0

1. Conduct "Professional Office Protocol Course

a. Evaluate & select contractors & sites

0

b. Conduct 2 pilot runnings

0

c. Assess, make recommendations

0

2. Conduct Intelligence Issues Course

a. Design course in cooperation with IT

0

b. Obtain approval from Curriculum Committee

0

c. Develop course

0

d. Conduct 2 pilots

0

0

e. Assess, make recommendations

0

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O - Scheduled Completion

X - Actual Completion

OFFICE: OTE/MATD/ASB

OBJECTIVE: Conduct a procurement course which responds to directorate

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Design course in coordination with directorates			0									
2. Make recommendations to Curriculum Committee and STOs				0								
3. Conduct pilot runnings						0		0		0		
4. Assess pilots and report to Curriculum Committee												0

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0 - Scheduled Completion
X - Actual Completion

OFFICE: OTE/CTB/MATD

OBJECTIVE: With ITD, review OTE's oral and written communication training with respect to developing a strategic plan for OTE response to future generic and component-specific training requests. A plan will include setting responsibility for designing, presenting, managing, and funding instruction.

 25X1 RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Meet with IT representatives to develop a plan for accomplishing objective			0									
2. Gather data for future requirements to include:						0						
a. Numbers of students												
b. Pros & cons of generic vs component-specific training												
3. Meet with IT to review progress, discuss data and future action						0						
4. Assess and evaluate data									0			
5. Write report w/action plan										0		
6. Submit report to Division Chiefs for review										0		
7. Submit report to Curriculum Committee											0	

1. Meet with IT representatives to develop a plan for accomplishing objective
2. Gather data for future requirements to include:
 - a. Numbers of students
 - b. Pros & cons of generic vs component-specific training
3. Meet with IT to review progress, discuss data and future action
4. Assess and evaluate data
5. Write report w/action plan
6. Submit report to Division Chiefs for review
7. Submit report to Curriculum Committee

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O - Scheduled Completion
 X - Actual Completion

OFFICE: OTE/CTB/MATD

OBJECTIVE: Continue the evaluation of computer-based writing materials, e.g., Sharpening Your Executive Writing Skills, Writing is Thinking, The HBJ Writer, for use in current courses.

RESPONSIBLE OFFICER:

25X1

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

- | | | | | | | | | | | | | |
|--|--|--|---|--|--|---|--|--|--|--|--|---|
| 1. Assess and evaluate purchased courseware | | | 0 | | | | | | | | | |
| 2. Review existing writing courses to determine feasibility and needed resources to integrate courseware | | | | | | 0 | | | | | | |
| 3. Submit recommendations to Curriculum Committee | | | | | | | | | | | | 0 |
| 4. If appropriate, integrate courseware into chosen writing courses | | | | | | | | | | | | 0 |

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0 - Scheduled Completion
 X - Actual Completion

OFFICE: OTE/CTB/MATD

OBJECTIVE: Continue to pursue the development of a remedial English program using Computer Based Training (CBT) as the core methodology.

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Review CBTG study on authoring systems													0	
2. Identify external resources experienced with CBT based remedial English programs														0
3. If appropriate, contract with consultant to develop a program														0
4. Design program and determine needed resources														0
5. Submit recommendations to Curriculum Committee														0
6. If appropriate, implement program														0

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O - Scheduled Completion
X - Actual Completion

OFFICE: OTE/PG

OBJECTIVE: Obtain word-processing support for everyone in OTE who needs it,
subject to space and funding constraints

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Obtain justifications from divisions for additional WANG stations			0									
2. Cost out various options						0						
3. Determine availability of space for cabling and for hardware						0						
4. Make recommendations to Division Chiefs and DTD												0
5. Place order for equipment												0
6. Task ADP Control Officer and Logistics with final arrangements for furniture, power, cabling, installation, etc.												0

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0 - Scheduled Completion
X - Actual Completion

OFFICE: OTE/ADMIN

OBJECTIVE: Identify commercial and government facilities available which would be suitable to meet Agency conferencing and OTE training needs.

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Get complete listing from OPM of facilities already identified as being available for government use			0									
2. Task Divisions with identifying which courses could be conducted at external facilities without security risks						0						
3. Coordinate with Office of Security to determine level of effort required to clear external facilities for classified use.									0			
4. Make information available to admin offices in other components as well as to OTE units											0	

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O - Scheduled Completion
 X - Actual Completion

OFFICE: OTE/EXO

OBJECTIVE: Triple OTE expenditures on external training for staff

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Identify OTE external training needs via unit submissions			0									
2. Cost out requests												0
3. Identify funds to be reprogrammed into external training												0
4. Inform units of increased funding levels												0
5. Evaluate impact of increased external training												0

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0 - Scheduled Completion
X - Actual Completion

OFFICE: OTE/DTE

OBJECTIVE: Increase awards for the recognition of outstanding performance to approximately 10 percent of OTE employees

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Establish criteria for selecting recipients of awards

0

2. Ask units for nominations

3. Evaluate impact of increased awards

0

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O - Scheduled Completion
X - Actual Completion

OFFICE:

OBJECTIVE:

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

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OFFICE OF TRAINING FIVE-YEAR PLAN FY 1986-1990 OBJECTIVES

Career Trainee Division

Objective	Supports	Supports	86	87	88	89	90	Tracking	Level
	DDA Goal	OTE Goal						DDA	OTE
A. Evaluate proposal to shorten CTDC	4,7	1,5	*						*
B. Evaluate and implement an automated computer system to provide biographic, locator, and training information on Career Trainees	7,8	9	*	*				*	*
C. Evaluate and revise as necessary DA Course for DA CTs (ACT)	1,4	3,6	*					*	*
D. Educate host offices on characteristics of successful CT interim assignments	1,3,4	6	*	*	*	*	*		*

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OFFICE OF TRAINING FIVE-YEAR PLAN FY 1986-1990 OBJECTIVES

Intelligence Training Division

Objective	Supports	Supports	86	87	88	89	90	Tracking Level	
	DDA Goal	OTE Goal						DDA	OTE
A. Develop competency-based elective seminar for executives	1	1,3,6	*					*	*
B. Develop documentation for all ATB courses	4	1	*	*					*
C. Computerize ATB course and instructor schedules	7,8	9	*						*
D. Make course preparation more efficient and effective	4	1,9	*	*	*	*	*		*
E. Develop new course materials	1	1	*	*	*	*	*		*
F. Develop a Senior Branch Chief Seminar	1,2	1	*						*
G. Conduct Analysis Training Curriculum Review Conferences	4	5	*	*	*	*	*		*
H. Integrate SAFE II technology into ATB courses	8	9	*	*					*
I. Automate course materials for ITCIA	7	9	*						*
J. Survey available software on problem solving	4,8	9	*						*
K. Establish a domestic field trip in the Midcareer Course	4	1	*					*	*

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OFFICE OF TRAINING FIVE-YEAR PLAN FY 1986-1990 OBJECTIVES

Intelligence Training Division Continued

Objective	Supports		86	87	88	89	90	Tracking Level	
	DDA Goal	OTE Goal						DDA	OTE
L. Secure ASTD/OD Network membership for PDB staff	1	1,2	*					*	*
M. DS&T CBT feasibility study	4,8	1,4,9	*					*	*
N. Develop course on managing a multi-cultural workforce for DS&T	1,2	3,6	*					*	*
O. Conduct new course: Technology Transfer	1,4	1	*					*	*
P. Conduct English version of Soviet Realities Course	1,4	1	*					*	*
Q. Develop new program Economic Training	1,4	1	*					*	*
R. Conduct Area-oriented courses identified from FY 85 needs assessment	3,4	1,4	*	*				*	*
S. Identify topics and potential audiences for Advanced Training in Military Analysis	1,4	1	*					*	*
	1,4	1	*					*	*

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OFFICE OF TRAINING FIVE-YEAR PLAN FY 1986-1990 OBJECTIVES

Information Systems Training Division

Objective	Supports DDA Goal	Supports OTE Goal	86	87	88	89	90	Tracking Level	
								DDA	OTE
A. Wang Telecommu- cations course	4,7,8	6,9	*					*	*
B. SAFE 2 training	4,8	9	*					*	*
C. Evaluate computer Graphics Training needs and begin to address them	4,8	4,9	*					*	*
D. Develop computer- based proficiency tests for Intro to AIM and NOMAD2 Applications Development	4,7,8	1,9	*						*
E. Working with C/CBTG, begin delivery of CBT courses on VM and IBM PCs	8	1,9	*	*				*	*
F. Design and implement a program for training employ- ees on use of PCs	1,7,8	1,9	*	*	*			*	*

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OFFICE OF TRAINING FIVE-YEAR PLAN FY 1986-1990 OBJECTIVES

Language Training Division

Objective	Supports							Tracking Level	
	DDA Goal	OTE Goal	86	87	88	89	90	DDA	OTE
A. Upgrade LS positions and restructure TO	1,2	2	*	*				*	*
B. Complete ORD/ [REDACTED]	8	1,9	*						*
C. Develop instrument to supply student feedback to instructors on the effectiveness of their teaching	4	5	*						*
D. Develop Turkish survival course	1,4	1	*						*
E. Develop a proficiency or skill oriented language teaching curriculum	4	1	*						*
F. Develop Spanish videodisc to complete ORD/Hazeltine/LTD pilot program	1,4,8	1,9	*						*
G. Develop video disc program in French Survival Course	1,4,8	1,9	*						*
H. Develop Danish Reading proficiency test	1,4	1	*						*
I. Develop Dutch reading proficiency test	1,4	1	*						*
J. Develop German recorded listening proficiency test	1,4	1	*						*

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OFFICE OF TRAINING FIVE-YEAR PLAN FY 1986-1990 OBJECTIVES

Language Training Division Continued

Objective	Supports		86	87	88	89	90	Tracking Level	
	DDA Goal	OTE Goal						DDA	OTE
K. Development of Norwegian Reading proficiency test	1,4	1	*						*
L. Development of Swedish reading proficiency test	1,4	1	*						*
M. Develop Polish recorded listening proficiency test	1,4	1	*						*
N. Develop Spanish recorded listening proficiency test	1,4	1							
O. Restructure test related workshops	1,4	1,2	*						*
P. Write/implement sets of operational role-playing scenarios to be used in oral proficiency tests	1,4	1	*						*
R. Establish correlation between global proficiency scores and individual factor scores	4	1,5	*						*
S. Develop Indonesian reading proficiency test	1,4	1	*						*
T. Redesign Language Use questionnaire and analyze	4	1,5	*						*

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OFFICE OF TRAINING FIVE-YEAR PLAN FY 1986-1990 OBJECTIVES

Language Training Division continued

Objective	Supports		86	87	88	89	90	Tracking Level	
	DDA Goal	OTE Goal						DDA	OTE
U. Develop computer mediated reading proficiency tests	1,4,8	1,4	*	*				*	*
V. Correlation study between MLAT scores and end of training scores	4	1,5	*						*
X. Develop Greek reading proficiency test	1,4	1	*						*
Y. Develop Turkish reading proficiency test	1,4	1	*						*
Z. Develop Chinese reading proficiency test	1,4	1	*						*
AA. Develop Korean reading proficiency test	1,4	1	*						*
BB. Develop Persian reading proficiency test	1,4	1	*						*
CC. Develop Vietnamese reading proficiency test	1,4	1	*						*
DD. Develop Portuguese reading proficiency test	1,4	1	*						*
EE. Development of Finnish reading proficiency test	1,4	1	*						*

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OFFICE OF TRAINING FIVE-YEAR PLAN FY 1986-1990 OBJECTIVES

Assistant Director for Curriculum


Objective	Supports		86	87	88	89	90	Tracking Level	
	DDA Goal	OTE Goal						DDA	OTE
A. Review entire OTE curriculum and select 10 to 20 percent for evaluation	1,2,4	1,5	*	*	*	*	*		*
B. Establish training trainers program for OTE instructors to implement OTE competency-based program	1,2	1,2	*	*				*	*
C. Establish a planning, evaluation and curriculum development staff	4	1,5	*						*
D. Conduct training need surveys and reports to OTE, related offices on ADD steering committee	4	1,4,5	*					*	*
E. Determine quantity and type of training conducted by other components	2,3,4	4	*	*	*	*	*	*	*

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OFFICE OF TRAINING FIVE-YEAR PLAN FY 1986-1990 OBJECTIVES

Computer Based Training Group

Objective	Supports							Tracking Level	
	DDA Goal	OTE Goal	86	87	88	89	90	DDA	OTE
A. Develop course-ware delivery procedure for VM3	4,8	9	*						*
B. Deliver AIM course on VM3	4,8	9	*						*
	4,8	7,9	*	*					*

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OFFICE OF TRAINING FIVE-YEAR PLAN FY 1986-1990 OBJECTIVES

Media Production Branch


Objective	Supports		86	87	88	89	90	Tracking Level	
	DDA Goal	OTE Goal						DDA	OTE
A. Upgrade audio-visual equipment used in classrooms	4,6	1	*	*	*	*	*		*
B. Complete outside video requirements	4	1	*						*
C. Prepare TV section to provide increased support to OTE efforts in interactive video and CBT	8	1,9	*	*					*
D. Improve quality of delivery of TV products	4	1	*	*	*	*	*		*
E. Improve Language Lab	4	1	*	*	*				*
F. Enhance capability to support curriculum	4	1	*	*	*	*	*		*
G. Increase scope of services offered at Learning Center	4	1	*	*	*	*	*		*
H. Improve service and product quality of Graphics Section	4	1	*	*	*	*	*		*

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OFFICE OF TRAINING FIVE-YEAR PLAN FY 1986-1990 OBJECTIVES

Management and Administrative Training Division

Objective	Supports DDA Goal	Supports OTE Goal	86	87	88	89	90	Tracking Level	
								DDA	OTE
A. Perform a management training curriculum review	1,2,4	5	*					*	*
B. Conduct EEO curriculum review	1,2,4	5	*					*	*
C. Develop overseas management course	4	1,3	*						*
D. Implement recommendations on secretarial training program	1,2,4	1	*					*	*
	1,2,4	1	*					*	*
F. Conduct procurement course for directorates	3,4	4	*						*
G. With ITD, review OTE's oral and written communication training and develop a strategic plan.	4	5	*	*	*	*	*		*
H. Continue evaluation of CBT writing materials	8	5,9	*	*					*
I. Continue to pursue development of a remedial English program using CBT.	8	1,9	*						*

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OFFICE OF TRAINING FIVE-YEAR PLAN FY 1986-1990 OBJECTIVES

Office of the Director of Training and Education

Objective	Supports	Supports	86	87	88	89	90	Tracking Level	
	DDA Goal	OTE Goal						DDA	OTE
A. Obtain word-processing support for everyone in OTE who needs it, subject to space and funding constraints	6	9	*	*	*	*	*		*
B. Identify commercial and government facilities available which would be suitable to meet Agency conferencing and OTE training needs	4,6	8	*	*	*			*	*
C. Triple OTE expenditures on external training for staff	1	2	*	*	*	*	*	*	*
D. Increase awards for the recognition of outstanding performance to approximately 10 percent of OTE	1	2	*	*	*	*	*	*	*

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