

S E C R E T

23 July 1987

MEMORANDUM FOR: Deputy Director for Administration

25X1 FROM:

[Redacted]

Director of Training and Education

SUBJECT: Weekly Report

25X1 \* 1. OTE [Redacted] co-sponsored a Symposium on Superconductivity in the Headquarters Auditorium, Friday, 17 July 1987, which was attended by a broad spectrum of the Intelligence Community as well as specialists on the subject throughout the U.S. government. The morning sessions were devoted to an exposition of the more scientific aspects of superconductivity, while the afternoon sessions concentrated on the economic implications. Among the highlights of the day:

- Dr. Alexis Malozemoff's (IBM) spellbinding demonstration of magnetic levitation.

- Dr. Richard Pober's (MIT) description of life in the fast lane for research scientists on superconductors.

- Dr. Alan Schriesheim's (Argonne National Laboratory) projections of how superconductivity may affect the way we live in the 21st century.

25X1 - Dr. Michael Darby's (Asst. Sec. for Economic Policy, U.S. Treasury) insights into the economic impact of superconductivity on the U.S. economy. [Redacted]

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S E C R E T

SUBJECT: Weekly Report

4. The first running of OTE's "Effective Management of Groups Workshop"--a new addition to the Electives for Managers Program--was held 20-21 July. The workshop addresses the need for management skill in functioning effectively in various types of small group meetings--task forces, committees and intact work groups.

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6. OTE instructors met with members of the Educational Testing Service (ETS) in Princeton, New Jersey, on 8 July to discuss the new writing training program, particularly the writing assessment phase. Our goal is to implement a multi-phased assessment effort that will include diagnostic, placement, and achievement testing. ETS has agreed to help.

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21 July 1987

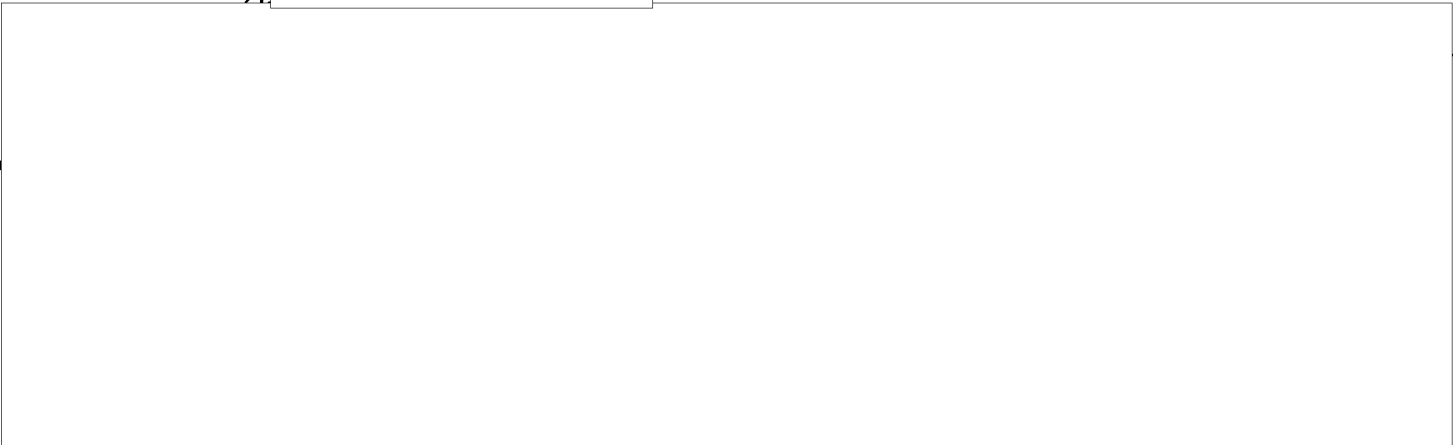
MEMORANDUM FOR: Director of Training and Education

FROM: [redacted]  
Chief, Intelligence Training Division

SUBJECT: IT Weekly Report [redacted]

1. OTE [redacted] co-sponsored a Symposium on Superconductivity in the Headquarters Auditorium, Friday, 17 July 1987, which was attended by a broad spectrum of the Intelligence Community as well as specialists on the subject throughout the U.S. government. The morning sessions were devoted to an exposition of the more scientific aspects of superconductivity, while the afternoon sessions concentrated on the economic implications. Among the highlights of the day:

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- Dr. Michael Darby's (Asst. Sec. for Economic Policy, U.S. Treasury) insights into the economic impact of superconductivity on the U.S. economy.



3. SACTD requested the Soviet Realities Institute to arrange a morning session on the Soviet Union for 21 executive and senior secretaries enrolled in the "Intelligence Issues" course on Friday, 17 July 1987. ~~Two analysts from SOVA, [redacted]~~ [redacted] joined [redacted] in presenting three sessions to the class; "The Political Dynamics of the Soviet Union," "Gorbachev's Economic Reforms," and "Major Issues of Soviet Foreign Policy." The class was very active and raised a substantial number of issues that they wanted to discuss with the speakers.

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25X1 SUBJECT: IT Weekly Report [redacted]

4. The Seminar on Intelligence Analysis (SIA) completed one of its most successful runnings on 17 July, the students giving the course an overall rating of 6.25 out of a possible 7. The 13 DI participants commented favorably on the processes and techniques taught, especially as they were applied in the final exercise in which the students individually addressed a problem they would be analyzing when they returned to their offices. This was the second running of the revised SIA, which has been shortened to eight days and makes use of the new Analytic Techniques handbook. [redacted]

5. The Science and Technology Institute completed another course on Briefing Technical Material on 13 - 17 July 1987. This five-day course is taught by Dr. Ray Falcione from the University of Maryland. Beginning with a slate of 10 students, we ended with only five attending the course: four from NPIC and one from OD&E. The dropouts were due to vacation schedules, an auto accident, and the move of some DS&T offices to the [redacted]. The small class was very interactive and gave the course and instructors their highest ratings ever--a 5.0 on a 1 to 5 scale. As one student put it, "This course has restored my confidence in OTE courses". [redacted]

6. As part of ~~the~~ Topical Issues Branch's search for the next training effort in the area of terrorism, an OTE instructor [redacted] conducted a brainstorming session to identify topics, training objectives, target audiences, and potential speakers. The session, which took place on 15 July, included 16 terrorism experts from all four Directorates of the Agency. Ideas ranged from "methods of operation in dealing with walk-ins" to "a seminar on nuclear, biological, and chemical terrorism." OTE is sorting out the results of the session to determine which direction to proceed in designing our next program. [redacted]

7. A special running of the Introduction to Intelligence Assistance Course concluded on 17 July for 12 DI Intelligence Assistants, who gave the course favorable ratings. They particularly appreciated the individual feedback on their writing exercises provided by three guest editors from the DI who assisted the Course Director, [redacted]. This running was held at the Chamber of Commerce Building at the request of the DI Intelligence Assistants Panel to facilitate attendance by some Intelligence Assistants who are unable to take part in out-of-town training because of family situations. [redacted]

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Administration Division Weekly  
13-17 July 1987

Conferencing

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Responses have been received for 1988 management/planning conferences from Executive Director and Deputy Directors; these dates will be confirmed shortly and then other 1988 conference requests will be processed.

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Logistics

Processed a variety of requisitions and contracts to meet 17 July procurement deadline. Items procured included furniture for 1st floor classroom, lecture hall, snack bar and lounge, ISTD, TSD, and Hqs Language area, equipment for exercise room, and new WANG System.

Air Conditioning. Compressor went out on one of two units on roof on 13 July. So far second air conditioner is holding but leaves us at 50 percent capacity. Logistics is currently looking for someone to do A&E for new air conditioning.

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1st Floor.

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- Renovations pretty much at standstill awaiting completion of grill work.
- Selected carpet for renovated areas.

Personnel Branch

On 14 July, members of PB met with representatives of the Human Resources Task Force to discuss the implications of proposed changes in benefits and compensation.

Shelby forwarded August clerical requirements to DIV 4 and DA/CMS.

Divisions were queried regarding requirements for Graduate Fellows and Student Trainees. Recruitment efforts will begin in the Spring of 1988.

Maureen processed the contracts for individuals invited to speak at the Superconductivity Symposium. Coordinated with ITD, Contracts, Clearance Division/OS, [redacted]

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Maureen attended a Personnel Professional Officer Trainee meeting to finalize strategy prior to presenting a revised proposal to OP management on enhancing the training program.

Maureen attended the DA/component Personnel Officer meeting. The group was briefed on component responsibilities in the FERS transfer process, and OP's Counseling Placement Branch discussed its new objectives to assist employees with financial and budgetary problems. [redacted] C/EMP Division, outlined a new five-day EOD briefing that will begin in October.

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Check In's:

	<u>Grade</u>	<u>Office</u>	<u>Title</u>
[redacted]	GS-11	WOTD/OB	Inst-Ops
[redacted]	GS-11	DDC/PEDS	Inst-Admin
[redacted]		SACTD/STB	IC

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Check Out's:

[redacted]	GS-13	ISTD	ADP Officer
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21 July 1987

MEMORANDUM FOR: Director of Training and Education

FROM: 

Chief, Training Support Division

SUBJECT: Weekly Report for Week of 19 July 1987

1. Agency-wide release of the automated Form 73 is scheduled for 1 October 1987. Issues related to new processing procedures, training and publicity are being addressed. On 15 August when OIT completes the final revisions of the electronic Form 73, we will release it to seven additional test offices:

<u>DIRECTORATE</u>	<u>OFFICE</u>
DI	Office of Information Resources (OIR) Office of Global Issues (OGI)
S&T	Office of Technical Service (OTS)
DA	Office of Finance (OF) Office of Personnel (PERS)
DO	Information Management Staff (IMS) East Asian Division (EA)

2. Chief, Training Support Division is representing OTE on a task force that is to analyze data elements in the Agency's corporate data base. The DA wants a report and recommendations on the data elements needed by most offices, such as personnel-related information, and on how to oversee the development of a data base that is truly corporate in substance. The task force is chaired by Barbara Cooper, Office of Personnel, and includes representatives from the Offices of Security, Logistics, Finance, and Medical Services. The final report is due by the end of July.

3. On 18 July, OIT will run the report on OTE training statistics for Third Quarter, FY 1987.

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21 July 1987

MEMORANDUM FOR: Director of Training and Education

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FROM:

[Redacted]

Chief, Leadership Development Division  
Office of Training and Education

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SUBJECT:

LDD Weekly Report [Redacted]

*OTE's*

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1. The first running of ~~the~~ "Effective Management of Groups Workshop"--a new addition to the Electives for Managers Program-- was held 20-21 July. The workshop addresses the need for management skill in functioning effectively in various types of small group meetings--task forces, committees and intact work groups. ~~Robert Slevin of Creative Approaches Unlimited, has designed and delivered this workshop to a wide variety of corporate and government clients. He also serves as a very effective trainer in several MTB programs including the Program on Creative Management.~~ [Redacted]

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2. On 15 July 1987, [Redacted] made a site visit to the FBI Academy at the invitation of Roger L. Depue, Chief, Behavioral Science Unit, National Center for the Analysis of Violent Crime. She met with Mr. Depue, Dr. Richard L. Ault, Jr., Supervisory Special Agent and Dr. David J. Icové, Senior Systems Analyst of the Behavior Science Unit. Items of special interest were their psychological profiling techniques, the advanced training technology in their classrooms, [Redacted]

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S E C R E T

21 July 1987

MEMORANDUM FOR: Director of Training and Education

25X1 FROM:

Chief, Language Training Division

SUBJECT: Language Training Division Weekly Report

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2. There were 37 reading and 44 oral proficiency tests the past week compared to 34 reading and 32 oral proficiency tests the previous week.

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S E C R E T

21 July 1987

MEMORANDUM FOR: Director of Training and Education

FROM: [redacted]

Chief, Secretarial, Administrative, and Communications Training Division

SUBJECT: Weekly Report

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1. A tailored version of Editing Problems and How to Solve Them will be conducted at Headquarters on 22-23 July, for an entire branch in DO/SE. The training was developed at the request of the branch chief, who will attend the course with the other members of his branch. This training is part of the new CIA writing program, developed by the Communication Training Branch.

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2. On 8 July, [redacted] met with Mr. Hunter Breland, a noted expert and author on writing assessment, and other members of the Educational Testing Services (ETS) in Princeton, New Jersey. Ron and Carol discussed the new CIA writing program and a multi-phased assessment effort that will encompass diagnostic, placement, and achievement testing. As part of Phase I, ETS confirmed that the Test of Standard Written English (TSWE), developed by The College Board, combined with a written essay test, would be a valid and reliable assessment of the skills taught in Essentials of Writing course (EOW). ETS is willing and able to support the goals that Ron and Carol outlined. Ron will submit a proposal for Phase I that will operationalize the process of testing secretarial and clerical employees who request credit for EOW, either because they have taken an external writing course or because they believe job experience has given them the skills taught in the course.

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[redacted]

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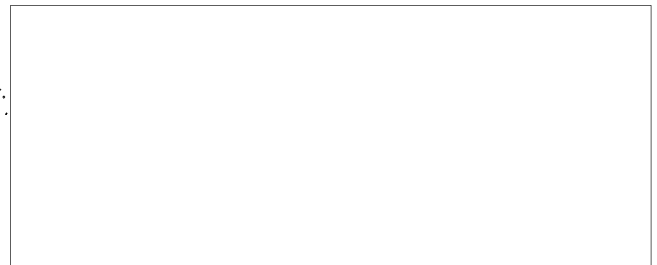
MEMORANDUM FOR: Director of Training and Education

25X1 FROM:   
Chief, Career Training Division, OTE

SUBJECT: Career Training Division Weekly Report  
14 July 1987 through 21 July 1987

The DS&T will meet for a brown bag lunch on 21 July with Career Trainees in the S&T track. This kind of informal meeting has been a regular feature of the CT Program, initiated by the DS&T himself, since late 1985.

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