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4 August 1987

MEMORANDUM FOR: Director of Training and Education

STAT FROM: [redacted]
Chief, Leadership Development Division

SUBJECT: LDD Weekly Report 27 - 31 July 1987

STAT 1. [redacted] was awarded a Certificate of Appreciation for her work with the Federal Women's Program as DDA representative over the past three years. She will leave the Board after the upcoming "Symposium for Career Issues and Strategies" takes place on 14 October. The symposium will take place in the Auditorium and, although geared for women, is open to all Agency personnel. An Employee Bulletin on the symposium is forthcoming. (U)

2. Preparation for Mid Career 102 is well along. We have four students from DO/IMS, but otherwise the class mix is good. The DS&T and DA exercises are being worked in response to student critiques. A panel of former MCC students is assisting. (U)

STAT [redacted]

STAT 4. [redacted] who joined LDD last week and is sitting with EDS, will be working on the preparation of course materials (emphasis on self-study) on personal development/interpersonal skills for that large population of professionals who are non-managers.

STAT 5. [redacted] observed the CCL version of Program on Creative Management (POCM) at Greensboro, North Carolina, from 26 - 31 July. Her basic impression, which she will elaborate on in a separate memo, is that the quality of the OTE POCM remains on par with that of CCL. (U)

STAT 6. [redacted] briefed the DA training officers on the status of the "Managing in CIA" program. The DA officers want basically to get more people into Managing and Leading. [redacted] noted that the 40% drop-out rate means the current programs are 25% undersubscribed. (U)

STAT 7. [redacted] joined MTB to work on the Management Electives Program. (U)

STAT 8. A successful running of Looking Glass, Incorporated (LGI) was held 22 July. This was the first LGI in almost two years which George [redacted] did not chair; [redacted] did the honors. Two last minute no-shows dropped the student body to nineteen. [redacted]

4 August 1987

MEMORANDUM FOR: Director of Training and Education

FROM: [REDACTED]

Chief, Training Support Division

SUBJECT: Weekly Report for Week of 2 August 1987

1. On 3 August, C/TSD attended the fourth and probably last meeting of the Task Force on Corporate Data Elements. As directed by the DDA, the Task Force identified a list of data elements that are needed by multiple offices that should be maintained in a single "corporate" data base. In addition, we are recommending that a DA level standing committee be charged with overseeing the integrity of the corporate data base.

2. On 4 August, representatives of TSD met with [REDACTED] and [REDACTED] Office of Information Resources, regarding their experience in developing and implementing and maintaining the DI's Production Reporting Online system (PRO). Of particular importance was their experience in cultivating the customer to gain acceptance of a major system. They stressed the need to have a group of technically qualified people who quickly respond to customer questions and problems.

3. On 27 July, C/ITB and [REDACTED] met with [REDACTED] C/CSTB/ISTD, and five members of his branch to discuss registration procedures where "certification of skills" is required. It was decided that the "remarks" section of the Form 73 will be used as the tool for "certification of skills" and that CSTB will discontinue the cumbersome process of sending out requests for certification. The "remarks" statement plus the signatures of the employee, supervisor, and training officer will serve as "certification." An item on OTE's requirements for Requests for Training for CSTB/ISTD courses will be issued in the 15 August "Notes to Training Officers." Among other things, it was decided that, effective immediately, CRS/TSD will correspond with CSTB/ISTD via AIM.

4. Central Registrations confirmed 51 courses, 82 runnings during the month of July 1987. (Please note--in July 1986, 37 courses, 57 runnings were confirmed.)

[REDACTED]

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Personnel

On 30 July, C/PB attended the D/Pers monthly personnel meeting in the Headquarters auditorium. Topics discussed were: FERS, Changes in the OP Career Service, and issues and concerns re HRMCTF.

Supported senior panel in comprehensive evaluation of GS-14's.

In absence of CMO, notified supervisors of promotions of GS 9's and 10's.



STAT

Logistics

The local Post Office was contacted re moving the first floor mail box to the shuttle stop. The Post Office will place a box outside, however, they are experiencing a shortage of boxes at present and when one is available it will be installed.

GSA delivered the compressor for the roof air-conditioner this week. No date was given for installation.

25X1



1st Floor: Grill work continues on the first floor. The carpet is due to arrive on the 17th and will be installed after the grill work and last coat of paint is completed.

The handicap renovation to accommodate OMS employee will begin 1 August 1987. The 1st phase will be to enlarge the hallway doors to the entrance of the men's and ladies' room on the 7th floor.

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