

24 September 1987

MEMORANDUM FOR: Deputy Director for Administration

25X1 FROM:

[redacted]
Director of Training and Education

SUBJECT: Weekly Report

* 1. On 22 September, the Director of Training and Education and representatives of OTE's Management Training Branch briefed 15 Agency managers on their new role as manager-instructor in the "Managing in CIA" classroom. Each Deputy Director was asked to nominate some of their best managers to help in the training of new first-line supervisors. The response was enthusiastic with over 40 top-flight managers nominated. These managers will help in presenting either the three-day Managing in CIA course or its sister-course, Leading People in CIA. [redacted]

* 2. An OTE Language instructor [redacted] visited the Lauder Institute, Wharton School of Business, in Philadelphia, Pennsylvania 16-18 September 1987. Wharton has an effective Japanese language program that is producing MBA's with three level proficiency in Japanese. [redacted] observed classes, discussed the Wharton program with instructors, and picked up some of their instructional material. While there, she also administered oral proficiency tests to eight of their students. [redacted]


* 3. OTE's Center for the Study of Intelligence (CSI), conducted a two-and-one-half day conference on "Superpower and Superstate: The United States, Japan and High Technology for the 21st Century," at the Xerox Training Center, 15-17 September. The conference was attended by 44 participants from the Congressional Office of Technology Assessment, the National Academy of Sciences, Johns Hopkins and George Mason Universities, Motorola and Texas Instruments, etc., and an equal number of Agency officers with all four of the Directorates represented.


4. OTE's Soviet Intelligence Services and Their Activities seminar met on 16 and 21 September. On 16 September, Yuriy Nosenko, former KGB officer, drew upon his own career to discuss the activities of the Second Chief Directorate (responsible for counterintelligence). [redacted] Chief, CI Staff, followed with a series of case studies and lessons learned. [redacted]

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SUBJECT: Weekly Report

25X1 5. On 18 September, several branch chiefs and translators from the DO and FBIS joined members of OTE's Language Training Division and the Communication Training Branch to discuss how best to provide training for foreign language translators. The members of this group proposed that a convention of foreign language translators throughout the Intelligence Community would best serve the needs of Agency translators. The convention would be open to those who translate or those who use intelligence translations and would include sessions on consumer expectations and the methodology of intelligence translation. 

25X1 6. OTE's Information Systems Training Division (ISTD) is developing training on aspects of the corporate database. Specifically, ISTD will develop and present training on the Office of Finance BARS system and the Office of Logistics Class system. Both of these are IDMS-based systems that use an extensive amount of commercially acquired software. It is anticipated that ISTD will provide training on other aspects of the corporate database in the future. 

21 September 1987

MEMORANDUM FOR: Director of Training and Education

FROM: [redacted]

Chief, Leadership Development Division
Office of Training and Education

SUBJECT: LDD Weekly Report [redacted]

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1. During the second week of MidCareer Course #102, [redacted] (EDS) led a consideration of ethical issues based on a case study he completed recently. The case study provoked a lively discussion among the MCC students, a discussion that continued well into their lunch hour. Several students commented later that they thought the case enabled them to examine the issues involved in a critical, effective manner and had led to a highly rewarding discussion. [redacted]

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2. [redacted] participated in a Train the Trainer seminar for Positive Power and Influence at Situation Management Systems in Hanover, Mass, September 14 - 18. Positive Power and Influence is a very successful three-day elective offered by the Management Training Branch, currently instructed by two contractors. The seminar is part of the process required in order to become a certified trainer and is a step toward developing in-house capability in delivering this program. [redacted]

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3. On 22 September, the (DTE) and representatives of the MFB briefed 15 Agency managers on their new role as manager-instructor in the "Managing In CIA" classroom. Each Deputy Director was asked to nominate some of their best managers to help in the training of new first-line supervisors. The response was enthusiastic with over 40 top-flight managers nominated. These managers will help in presenting either the three-day Managing in CIA course or its sister-course, Leading People in CIA. (These are the new programs OTE has developed, which are required for new supervisors.) The managers will first attend one of the courses as observer-participant and then, after a workshop on instructional training and some homework, they will be employed full-time in two subsequent runnings of one of the courses; they will work as an instructor side-by-side with the OTE staff and will be expected to present selected segments of the course as well as to participate in it as panelist and discussant. ~~Altogether, it is expect that this will entail a commitment on their part of ten full days. The DTE will host a similar meeting for the remaining managers.~~ [redacted]

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*Director of Training and Education
TE's Management
Training Branch*

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21 September 1987

MEMORANDUM FOR: Director of Training and Education

FROM:

[Redacted]

Chief, Language Training Division

SUBJECT:

Language Training Division Weekly Report

25X1 1. From 12-15 September 1987, LTD Testing Specialist, [Redacted]
 25X1 [Redacted] LTD Chief of Testing [Redacted] and Dutch Instructor
 25X1 [Redacted] visited Brigham Young University's Humanities
 Research Center in Provo, Utah. There they learned how to use a new
 software package, Microscale, which helps ascertain the suitability
 of test items. [Redacted]

25X1

LTD will use the program to determine the suitability of
 reading proficiency test items through probability statistics
 following the 1-parameter Rasch model. The package is now up and
 running on the LTD IBM AT/3270 and will significantly reduce the
 effort which LTD must expend to finalize its reading proficiency
 test items. [Redacted]

25X1

25X1 2. LTD Chief of Testing [Redacted] Testing Specialist [Redacted]
 25X1 [Redacted] and Dutch Instructor [Redacted] carried out
 extensive field testing of recently completed LTD reading
 proficiency tests 8-18 September 1987 at the Defense Language
 Institute, Monterey, California and the Missionary Training Center
 of Brigham Young University, Provo, Utah. Additional field testing
 of the prototype listening comprehension test in Dutch was also
 carried out. Languages in which reading tests were field tested
 included Chinese (Mandarin), Danish, Dutch, Norwegian, Portuguese,
 and Swedish. More than 125 individuals were tested at both
 institutions. Data obtained from the field testing will be entered
 into a SYSTAT data base and subjected to Rasch Analysis for item
 calibration and scaling using the Microscale program. It is
 expected that all future test validity studies will be carried out
 in a similar fashion. [Redacted]

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3. From 12-15 September 1987, LTD Testing Specialist, [redacted] LTD Chief of Testing, [redacted] and Dutch Instructor [redacted] visited Brigham Young University's (BYU) Humanities Research Center in Provo, Utah. There they discussed with Center's testing expert (Prof. Jerry Larson) and its computer programmer (Kim Smith) how to adapt Larson's computer-adaptive placement test to test ILR reading proficiency. [redacted]

25X1

LTD has already purchased the rights to use the shell (the non-language-specific parts of his program) in two languages. Further discussion centered on how to adapt the shell and particularly on how to arrange statistically meaningful field testing of new items by computer. This latter point was new to the BYU experts, but a way has been found. LTD will now proceed to acquire their expertise by Individual Services Contract. [redacted]

25X1

Computer-adaptive testing shortens test taking time and will markedly reduce the need for the cumbersome approach used to field test items at present. [redacted]

25X1

An OTE language

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4. ~~Near East and Asian Languages Branch~~ instructor [redacted] visited the Lauder Institute, Wharton School of Business, in Philadelphia, Pennsylvania 16-18 September 1987. Wharton has an effective Japanese language program that is producing MBA's with three level proficiency in Japanese. [redacted] observed classes, discussed the Wharton program with instructors, and picked up some of their instructional material. While there, she also administered oral proficiency tests to eight of their students. [redacted]

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5. LTD System Administrator [redacted] and LTD Danish instructor [redacted] gave a beginners' Xerox Star workshop 15-16 September 1987 and Mrs. Skov gave an intermediate Xerox Star workshop 18-21 September. Attendees were LTD instructors. [redacted]

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6. Acting Chief, Slavic and Germanic Department [redacted] and [redacted] recently attended a meeting on potential training needs of Agency translators. [redacted] chaired the meeting in conjunction with a request from DO/Soviet and East European Division regarding how to improve edited English translations of Russian texts. Participants discussed such problems as inconsistent source-and target-language terminology and disparities in stylistic levels which translators face and how seminars or other types of training might address such issues. [redacted]

25X1

7. There were 32 reading and 53 oral proficiency tests the past week compared to 31 reading and 28 oral proficiency tests the previous week.



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24 September 1987

MEMORANDUM FOR: Director of Training and Education

FROM:

[Redacted]

Director, Center for the Study of Intelligence

SUBJECT: Weekly Report/CSI

OTE'S Center for the Study of Intelligence (CSI) conducted a

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~~CSI/OTI's~~ two-and-one-half day conference on "Superpower and Superstate: The United States, Japan and High Technology for the 21st Century," ~~held~~ at the Xerox Training Center ~~at~~ Leesburg, 15-17 September, was attended by 44 participants from the Congressional Office of Technology Assessment, the National Academy of Sciences, Johns Hopkins and George Mason Universities, Motorola and Texas Instruments, etc., and an equal number of Agency officers with all four of the Directorates represented. Dr. Ronald Morse of the Wilson Center led off the conference with an address on "Japan and the 21st Century." Morse, principal author of Why Nations Fail, led off with an attention-grabbing exposition of his belief that the US in the 1980s resembles England in the 1880s and is slipping rapidly into political and industrial decline. Subsequent speakers built on Morse's foundation -- not always agreeing but drawing from it to expound their own views. Attendance was high the last morning as it had been the first. CSI is drafting a summary report.

The conference

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[Redacted]

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22 September 1987

MEMORANDUM FOR: Director of Training and Education

25X1 FROM:

[Redacted]

Acting Chief, Intelligence Training Division

25X1 SUBJECT:

IT Weekly Report

[Redacted]

OPE'S

summary

1. ~~^ Soviet Intelligence Services and Their Activities~~, met on 16 and 21 September, ~~bringing this block of instruction to a close.~~ On 16 September, Yuriy Nosenko, former KGB officer, drew upon his own career to discuss the activities of the Second Chief Directorate (responsible for counterintelligence). [Redacted]

25X1 2. The Soviet Foreign Policy Lecture Series concluded on 21 September with a presentation on "The Soviet Union and Eastern Europe" by Professor Karen Dawisha (University of Maryland). Professor Dawisha focused on the impact of Gorbachev's "new thinking" on Soviet-East European relations, noting that Moscow was moving from rhetoric to practical steps in reforming the ties among these countries. She pointed to the seriousness of two other challenges: popular pressures and impending succession crises. [Redacted]

25X1 3. The fall running of the USSR Country Survey Course began Tuesday, 15 September. Twenty-one students are enrolled, representing NPIC (13), SOVA (4), CPAS (3), and OGI (1). [Redacted]

25X1 4. The International Narcotics Intelligence Issues Course was held at CofC last week with 19 students representing all four directorates. For the first time an OMS psychiatrist, instead of an outside specialist, gave the presentation on psychological and physiological effects of drug addiction. This change facilitated scheduling and eliminated the cost of an outside speaker. [Redacted]

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25X1 SUBJECT: IT Weekly Report [redacted]

25X1 5. The second running of Understanding Insurgency and Counter-
25X1 insurgency met [redacted] and was attended by 16 students, two from the DO
25X1 and the rest from the DI. The especially strong support received from
the DO in terms of speakers contributed significantly to the course's
success. [redacted]

25X1 6. The Seminar on Intelligence Analysis graduated 12 students
(10 DI, 2 FBIS) on 18 September. Ten of the students rated the course 6
or 7 on a 7-point scale. They particularly valued the exercise in which
each student developed an analytical "road map" on a topic he or she
expects to be working on when they return to their components. This
favorable response, on a par with that of the previous two runnings,
reflects the changes made over the past year, shortening the course and
placing greater emphasis on individual problem-solving techniques. [redacted]

[redacted]

22 September 1987

MEMORANDUM FOR: Director of Training and Education

STAT FROM:

Chief, Secretarial, Administrative, and
Communications Training Division

SUBJECT: Weekly Report

1. On 18 September, several branch chiefs and translators from the DO and FBIS joined members of OTE's Language Training Division and the Communication Training Branch to discuss how best to provide training for foreign language translators. The members of this group proposed that a convention of foreign language translators throughout the Intelligence Community would best serve the needs of Agency translators. The convention would be open to those who translate or those who use intelligence translations and would include sessions on consumer expectations and the methodology of intelligence translation. *u*

2. The Office of Imagery Analysis in the DI has asked the Communication Training Branch of SACID to provide an all day writing workshop for branch chiefs and analysts of the Nuclear Scientific Issues, Arms Transfers, and Chemical Warfare/Energy branches. The training is scheduled for October.

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22 September 1987

MEMORANDUM FOR: Director of Training and Education

STAT FROM:

[Redacted]

Chief, Information Systems Training Division

SUBJECT: ISTD WEEKLY - 16 - 22 September 1987

OTE's Information Systems

*Training Division
✓ (ISTD)
is developing*

1. ~~ISTD~~ has been asked to become involved with training on aspects of the corporate database. Specifically, ~~we~~ will develop and present training on the Office of Finance BARS system and the Office of Logistics Class system. Both of these are IDMS-based systems that use an extensive amount of commercially acquired software. ~~It is anticipated that we will be asked to provide training on other aspects of the corporate database in the future.~~

2. The Headquarters PBX connection of PCs to the mainframe computer is progressing more rapidly now. We have scheduled training opportunities for more than 100 students on PC to Mainframe Communication during the month of October.

*ISTD
will
do*

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[Signature]

[Redacted]

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Administration Division Weekly
14-18 September 1987

Conferencing

Coordinated last-minute changes and requirements for MG Conference 20-22 September and EA COS Conference 23-25 September.

Space

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1A07, Headquarters. Forwarded memo to Hdqs. Consolidation/OL with copy of completely booked FY 1988 course schedule for 1A07, stating that the loss or inadequate relocation of this room would have a severe, negative impact on the training mission.

New Headquarters Building. Submitted pre-move survey of ADP equipment inventory for OTE classrooms to DA Management Staff per request.

Training Selection Board

Prepared memo for DDCI's approval of candidates for Armed Forces Staff College during 1988.

25X1

Prepared memo to Georgetown University confirming the appointment of as an Officer-in-Residence.

Miscellaneous

Purchased prints for new classroom at AH, Room 902, and 1st Floor meeting room.

Began preparations for Family Visitation Day in Chamber of Commerce on 26 September; contacted various divisions and requested participation.

Began preparations for OTE Awards Ceremony on 30 September to be followed by All Hands Meeting in Room 902; longevity pins as well as promotions and awards will be presented.

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Budget & Finance

DC/B&F went on a TDY to Indiana 14-16 September to recruit for the Office of Finance; on 17 September attended a meeting with OF/Management re effective recruiting for the Agency.

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[redacted] Office of Finance C/T, [redacted] after a two week "tour" in B&F. She was a great help in tracking commitments at end of year.

C/B&F and Plans Officer briefed D/OTE on 88 Budget recommendations.

Personnel

C/PB briefed the SPB on modifications to the OTE Career Panel Process.

DC/PB attended Secretarial Career System Panel's semi-annual review of secretaries on 16-17 September.

Continued preparation for the GS-07/08 (General, TA & LIP), GS-13, and GS-15 Panels.

C/PB and C/AD met with OTE management on Career Panel Instructions.

Initiated contracts to be processed on the following contractors:

25X1

[redacted]

Check In's:

Title

Office

Grade

Date

25X1

[redacted]

Instructor

LDD/EDS

GS-09

09/16/87

Security

25X1

[redacted]

SO is presently updating CofC Fire Evacuation Procedures and compiling a list of Stairway/Floor Wardens and Alternates in preparation for fire drills.

Logistics

GSA completed their annual survey and servicing of all fire extinguishers in the CofC.

DAC renovation is due to begin 30 September. First phase will be to install the raised flooring.

1st Floor: Still awaiting word from Security on when they will be ready to install equipment for movement of the guards.

New outside post office box installed. Will coordinate the closing of 1st Floor letter box with Dom Mgt. and local post office.

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