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10 September 1987

MEMORANDUM FOR: Deputy Director for Administration

FROM: [redacted]
Director of Training and Education

SUBJECT: Weekly Report

* 1. The Chief and Deputy Chief of OTE's Language Training Division met with Ambassador Charles Bray, Director of the Foreign Service Institute, Department of State on 3 September. The discussion centered on increased CIA/FSI collaboration on language training matters. Topics discussed included exchange of resources for development of training materials in East European languages and joint instructor training workshops. Additional discussions will be held to work out details. [redacted]

[redacted]

3. OTE's Personal Security Course (PSC) was conducted 31 August-4 September with 28 students. Among the students were the outbound COS for [redacted] and the DIA officer responsible for personal security training in the Military Attache Program. [redacted]

4. Members of OTE's Training Support Division met with the DI Senior Training Officer and his staff on 2 September to discuss course registration procedures and to see a demonstration of the electronic Form 73. Agreement was reached to experiment with using AIM to exchange information concerning course registrations including confirmation of student enrollment. [redacted]

5. OTE's Information Systems Training Division has been conducting training for the DI on the latest version of SAFE (Delivery 3.0) since late July. Fifty-one people have been trained to date. The estimate is that approximately 1,500 current SAFE users will have to be trained on Delivery 3.0 (or 3.1 when it becomes operational) over the next year. [redacted]

[redacted]

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Since late July, OTE has trained 51 people from throughout the DI on SAFE Delivery 3.0. Until SAFE Delivery 3.1 becomes operational, OTE will continue with its present training. If the schedule for D 3.1 holds then OTE will start SAFE training that incorporates D 3.1 enhancements by late October.

However, slippage could occur and OTE then would provide more D 3.0 training until D 3.1 becomes a reality.

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The estimate is that approximately
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trained on Delivery 3.0 ~~and~~ 3.1 when
it becomes operational) over the next year.

8 September 1987

MEMORANDUM FOR: Director of Training and Education

STAT FROM:
Chief, Information Systems Training Division

SUBJECT: ISTD Weekly Report - 2-9 September 1987

1. On 21 August, Liz Rothrock taught a two-hour version of our Introduction to Aim course. The course went well, and students were advised of what was being deleted from the one-day course. In order to meet a demand for shorter courses, we will conduct another two runnings of the abbreviated Introduction to Aim course on 25 September.

STAT 2. On 1 September, attended the monthly review meeting for the EXTRA Project. The meeting was held at Texas Instruments' facility in Dallas, Texas. The proof of concepts phase of EXTRA is on schedule, and this phase should conclude in the first quarter of calendar year 1988.

3. OTE's new SAFE courses have been well reviewed by SAFE users. To date, OTE has conducted three runnings. The new courses cover the SAFE Delivery 3.0 enhancements and incorporate more requested material on mailfiles, profiles, and INQUIRE searches. The courses have been organized in a more logical sequence that relates better to the real world of the user.



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

8 September 1987

MEMORANDUM FOR: Director of Training and Education

25X1 FROM:

[Redacted]

Chief, Language Training Division

SUBJECT:

Language Training Division Weekly Report

25X1 [Redacted]

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2. On 3 September 1987 C/LTD and DC/LTD paid a courtesy visit to Foreign Service Institute Director (Ambassador Charles Bray). Assistant Dean of FSI's School of Language studies (Gary Crawford) and Ambassador Bray's Deputy (John Sprott) were also present. The discussion centered on increased CIA/FSI collaboration in Language Training matters and the pooling of resources in specific efforts: joint immersion programs for officers [Redacted] combined teacher training workshops; exchange of resources for development of training materials in East European languages; a comparability experiment of CIA's two week Spanish Survival and FSI's ten week Short Course; increased contact and materials exchanges among CIA/FSI language departments; Interagency Language Roundtable sponsorship of a degree program in Proficiency Based Foreign Language Teaching at a local university. Ambassador Bray was most enthusiastic about all topics discussed and pledged full FSI support. [Redacted]

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See other sheet.

3. There were 43 reading and 38 oral proficiency tests the past week compared to 46 reading and 51 oral proficiency tests the previous week.

25X1 [Redacted]

[Redacted]

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

~~OTD~~

* The Chief and Deputy Chief of ORE's language training Division met with Ambassador Charles Bray, Director of the Foreign Service Institute, Department of State on 3 Sep. The discussion centered on increased CIA/FSI collaboration ~~on~~ language training matters. ~~Two of the topics discussed were:~~ ^{included} (1) ~~joint immersion programs~~ for personnel.

STAT
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[Redacted]

~~and exchange of resources~~

^{change of resources} for development of training materials in East European languages, ~~and joint instruction training workshops.~~ ^{and joint instruction training workshops.} ~~Its initial impression is that a joint effort will result in better training for all concerned.~~ Several additional discussions will be held to work out details.

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8 September 1987

MEMORANDUM FOR: Director of Training and Education

FROM:

[Redacted]

Chief, Training Support Division

SUBJECT:

TSD Weekly for Week of 6 September 1987

1. As part of an ongoing campaign to keep training officers informed of the OTE registration system and to find new ways to make the system more responsive, Training Support Division members met with the DI Senior Training Officer [Redacted] and eight members of his staff on Wednesday, 2 September. After receiving briefings on the division, training statistics, the Training Selection Board, and secretarial training registrations; the DI representative received a "hands-on" presentation of the electronic Form 73. After some discussion, we agreed to experiment with using AIM to quickly notify the DI of the training program, starting with sending Notes to Training Officers, Special Bulletins, and possibly confirmations of student selection over the system.

See other sheet.
✓

2. TSD and LDD [Redacted] are taking positive steps to eliminate administration problems with registrations in "Managing in CIA" and "Leading People in CIA." Working with the Agency Senior Training Officers, we will revalidate the "Managing" queue. Effective immediately, we will begin to build class rosters by assigning students to preferred class dates. We will provide early confirmation of students selected by the training officers. We are still working on the details of how to notify prospective students that they are not in a particular running. If this system works for the "managing" course, we will use it in the "Leading" course.

[Redacted]

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1 OTE'S Training Support Division ✓
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8 September 1987

MEMORANDUM FOR: Director of Training and Education

25X1 FROM:

[Redacted]

Chief, Intelligence Training Division

25X1 SUBJECT:

IT Weekly Report

[Redacted]

1. Analysis Training Branch conducted a three-day overview of the Directorate of Intelligence for the CT class from 2 - 4 September. The students responded well to the presentations. One DI-bound CT noted that he was proud to be heading to and associated with the DI after the excellent speakers. Several DO-bound students stated that they felt the overview gave them a real grasp of what the DI does and how it functions.

[Redacted]

2. After the third running of the Seminar on Assessment/Future Impact of Foreign S&T in December 1986, the course coordinator held a strategy session with the contractor, C/TIB and DDC. It was apparent that many who would benefit by the course could not attend because of its length. Secondly, the contractors examples and workshop exercises were far removed from intelligence problems. Thus, it was proposed that a one-week session be tailored to OSWRs Science and Technology Division's (STD) requirements, that the one-week session be given entirely by the contractor, that the contractor become more familiar with intelligence problems by working a typical STD task showing how different forecasting methods could be utilized emphasizing the strong and weak points, and lastly that a one-day abbreviated session be given for management. All of these proposals are materializing for the fourth running during the period 16 - 20 November 1987. Three of the contractor personnel are Agency secret cleared, STD/OSWR is funding the contractor task, the decision has been made between STD and the contractor that the task will be on strategic implications of recent and possibly future advances in superconductivity.

[Redacted]

[Redacted]

[Redacted]

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Administration Division Weekly
31 August-4 September 1987

Conferencing

Coordinated requirements and roster and transportation changes with Office of General Counsel for conference 9-10 September for 65 attendees at their Intelligence Community conference which includes the General Counsels from other government agencies in addition to Congressional and White House attendees.

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Received preliminary requirements and rosters for two large conference groups later in September: EA COS Conference 23-25 September and MG Conference 20-22 September (over 80 attendees).

Space

LA07, Old Hqs Bldg: FMD representative notified AD that beginning in January when the New Building occupancy occurs, complete renovation will occur in LA07 corridor which will affect OTE's space in LA07; discussions continue as to whether we will lose the space, be moved, or be able to maintain the space in the midst of surrounding renovation.

Historical Collection representative also contacted AD re LA07 in connection with the 40th Anniversary Celebration 14-18 September when the room will be used for a classified exhibit. Six large exhibit cases had arrived, and the possibility of possible storage before the exhibit was requested. It was mutually agreed that the cases would be stored in the Hqs basement (BC11) and on 11 September, the furniture in LA07 would be stored in BC11 during the exhibit and the cases moved at that time into the room. (FYI: A new lock will also be installed on LA07 for the exhibit; TSD is aware and will monitor.)

New Headquarters Building: Unofficial information received that OTE's classroom space will change; only room that is to remain the same will be the projection room; there should be no net loss in square footage, however.

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CONFIDENTIALTraining Selection Board

Prepared letter for D/OTE's signature to Mr. MacLaury, President, The Brookings Institution, accepting invitation for CIA to participate in the 1988 Public Policy Conferences for Government Executives.

Sent memos to STOs requesting nominees for:

- Spaces reserved at the Executive Seminar Centers during FY 1988
- Brookings' Public Policy Conferences during CY 1988.

25X1 Talked with Charles Dolgas at Georgetown University re [redacted] Officer-in-Residence Program. He is sending me some information that he has on the last OIR at GU. Noel is expected to arrive at GU on 21 September.

Gave Carlos some TSB figures for FY 88.

Miscellaneous

OTE Orientation held on 1 September for 22 attendees; briefings were presented by all AD Branch Chiefs.

Budget & Finance

B&F secretary attended "Essentials of Writing" course 8/31-9/4.

25X1 C/B&F [redacted] on 9/4 to consult with Finance officer on FY 88 budget.

DC/B&F attended recruitment seminar on 9/3 for the Office of Finance. The seminar addressed a number of key issues in order to become an asset to the office.

Security

On 3 September, SO attended a briefing with the Special Security Center on compartmented clearances. This will enable the SO to brief those students attending classes who have not obtained the appropriate clearances prior to their attendance in class.

Personnel

On 4 Sept, C/PB briefed D/OTE on OTE ceiling and the 1987/1988 panel membership composition.

DC/PB attended "Leading in the CIA" from 2-4 September.

Requested PAR's and SIF's for GS-07 and LIP/GS-07
GS-08 and LIP/GS-08
IS-01 and IS-04.

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CONFIDENTIALCheck In's:TitleOfficeGradeDate

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Instructor	WOTD/PSB	GS-12	09/03/87
Instructor	LTD/RLD	GS-10	09/03/87
TA	WOTD/OB	ISO-2	08/31/87
Secretary	WOTD/O-CP	IS-01	09/03/87

Check-outs:

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TA	O/C/LTD	GS-07	09/04/87
Summer Only	O/C/LTD	GS-03	09/04/87

Logistics

Air Conditioner: Informed by OL on 4 September that there is a possibility that they have year-end money to replace the roof air conditioner if a contract can be given to DomMgt; otherwise, OL would have to go out on bids and there is not enough time in this fiscal year.

1st/Ground Floors: Problem again with carpet -- carpet was sent from two different dye lots and some areas will have to be recarpeted by vendor.

-- Guard Counter in process of being assembled. OL has been asked to confirm a date for moving the guards to the ground floor.

-- New reception room furniture is in process at Central Depot and delivery is expected within the next couple of weeks.

A.H. Classroom: Tables were delivered and assembled. Room is ready for 8 September OCX class.

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