

S E C R E T

2 September 1987

MEMORANDUM FOR: Deputy Director for Administration

FROM: [redacted]
Director of Training and Education

SUBJECT: Weekly Report

* 1. There were 35 applicants for the fourth running of OTE's Seminar on Rapidly Advancing Technologies. The class is limited to thirteen so the selection process was difficult. The course content changes with each running depending on apparent intelligence needs and current leading edge technologies. Superconductivity and the rapid solidification technology of alloys are included for the first time. Two new facilities will be visited: USAF/Arnold Engineering Development Center and Allied-Signal, Inc. The seminar runs from 10 - 25 September. [redacted]

* 3. Midcareer Course #102 begins 8 September with 27 students. The class field-trip, scheduled for the week of 5 October, will be to St. Louis where the organizations visited will be Anheuser Busch, McDonnell Douglas, Monsanto as well as the USAF Military Airlift Command and the Air Force Communications Command at Scott Air Force Base. [redacted]

4. OTE's Secretarial Training Branch presented a special running of the Employee Development Course [redacted] personnel from 25-28 August. [redacted]

5. As of 31 August, there are 270 students enrolled in 17 courses for the Fall 1987 Agency Off-Campus Program. Classes begin the week of 6 September.

6. The Special Operations Training Course (SOTC 4-87) finished the Final Training Exercise (FTX) and a graduation dinner was held on 26 August 1987. Guests for the graduation dinner included the DDCI, D/OTE, C/OTD, and members of the OTD Staff. [redacted]

S E C R E T

SECRET

1 September 1987

MEMORANDUM FOR: Director of Training and Education

FROM:

Acting Chief, Intelligence Training Division

SUBJECT:

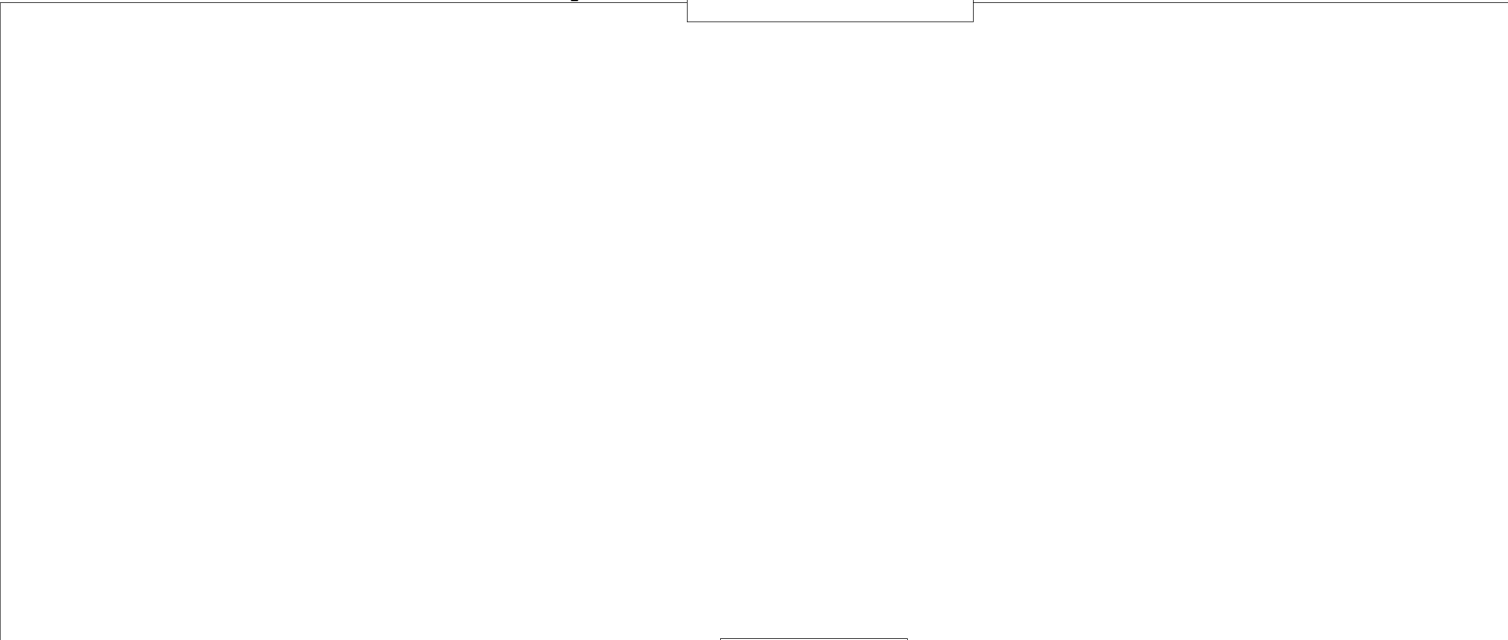
IT Weekly Report



2. There were 35 applicants for the fourth running of ^{OTES} ~~the~~ Seminar on Rapidly Advancing Technologies. The class is limited to thirteen so the selection process was difficult. The course content changes with each running depending on apparent intelligence needs and current leading edge technologies. Superconductivity and the rapid solidification technology of alloys are included for the first time. Two new facilities will be visited: USAF/Arnold Engineering Development Center and Allied-Signal, Inc. The seminar runs from 10 - 25 September. ~~The next seminar is scheduled for May 1988.~~

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SUBJECT: IT Weekly Report

25X1

4. [redacted] met with a panel representing the DS&T to redesign the Contract Process Course and with DI personnel to rework the Industrial Contract Course. Both directorates regard the courses very highly. The input from the panels, student evaluations and instructor expertise was used to improve course relevancy and flow. [redacted]

25X1

25X1

5. The two-day Survey of Telecommunications course, the last in the FY87 S&T Seminar Series, concluded on 25 August. The course, designed for the non-technical person, drew 23 students who favorably evaluated the course for its relevance and quality of training. [redacted]

25X1

6. The Intelligence Process Course completed a successful running on 28 August. Twenty-two students attended, including five from the military services. [redacted]

25X1

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1 September 1987

MEMORANDUM FOR: Director of Training and Education

STAT FROM:

[Redacted]

Chief, Secretarial, Administrative, and Communications Training Division

SUBJECT:

Weekly Report

STAT 1. [Redacted] C/ASTB/SACTD, met with five representatives from the Office of Finance on 25 August. As a result of a half-day session, a draft outline was developed for a new training course for Office of Finance professional EODs which would replace the GAS Workshop and CIA Financial Systems. A final course outline will be presented to OF and OTE management for approval. The proposed course will be a departure from the concentration on skills training Finance careerists have received in the past and will instead focus on concepts. Actual skills training will take place on the job or in specialized half-day workshops to be offered by the Office of Finance.

STAT [Redacted]

OTE'S

STAT 2. ~~SACTD~~ Secretarial Training Branch presented a special running of the Employee Development Course [Redacted] personnel from 25-28 August. [Redacted]



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1 September 1987

MEMORANDUM FOR: Director of Training and Education

FROM:

[Redacted]

Chief, Training Support Division

SUBJECT:

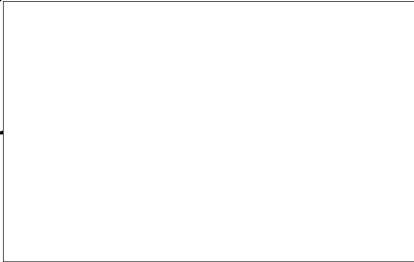
Weekly Report for Week of 30 August 1987

1. As of 31 August, there are ~~some~~ 270 students enrolled in 17 courses for the Fall 1987 Agency Off-Campus Program. ~~This makes our obligation to the University of Virginia \$56,610, close to the \$60,000 we projected. Over the next week these numbers will change. Additional students will enroll, some may drop out, and students who do not qualify for Agency sponsorship will pay for their courses.~~ Classes begin the week of 6 September.



2. On 25 August, [Redacted] Chief, Human Resources Division, OIT; [Redacted] Chief, Internal Training Branch, OIT; Jean [Redacted] OIT Training Officer; [Redacted] OIT Training Assistant and [Redacted] OIT Training Programmer met with Chief, Training Support Division (TSD) and Chief, Internal Training Branch (ITB) to discuss release of the electronic Form 73 OIT-wide. OIT will begin use of the electronic form on 1 October after appropriate notification of OIT employees and pending the release of the revised electronic form.

3. On 24 August, a TEAMS Critical Design Review meeting was held. [Redacted] of PRC showed vugraphs of the TEAMS design. Most of the time was spent with editorial changes to the Target Document. On 26 August, a continuation of the TEAMS Critical Design Review took place. The decision was made to proceed with the Target Document, as is. Appropriate arrangements will be made to move forward on Build One.



1 September 1987

MEMORANDUM FOR: Director of Training and Education

25X1 FROM: [redacted]
Chief, Language Training Division

SUBJECT: Language Training Division Weekly Report

25X1 1. At the request of DO/Information Management Staff (IMS), Chinese
25X1 instructor [redacted] completed a four-day Chinese transliteration
25X1 course which he designed. Fifteen students attended. [redacted]

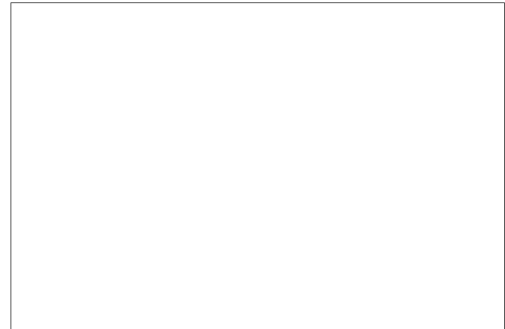
25X1 3. French instructor [redacted] recently returned from
Paris where she completed her fifth summer as coordinator of the New York
University (NYU) Summer Program in Paris. Seventy-five students were
enrolled in intensive language and civilization courses, complemented by
a para-curricular program of lectures, visits and excursions which
exposed participants to various aspects of contemporary French society.
25X1 The Resident Director of NYU in Paris sent a letter documenting her high
level of administrative and pedagogical talent. [redacted]

25X1 4. From 26-28 August 1987, C/CBT/LTD and Chinese instructor
25X1 [redacted] attended the Society for Applied Learning Technology
(SALT) Conference on Interactive Videodisks in Training and Education.
The conference drew an exceptionally large number of vendors. One of the
highlights was the first public demo of Matrox, EIDS, which is PC-AT
compatible. Another attention-getter was the write-once videodisk
25X1 demonstrated by Visage, where still and motion video is captured and
transferred to videodisk instantaneously. [redacted]

25X1
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5. There were 46 reading and 51 oral proficiency tests the past week compared to 38 reading and 43 oral proficiency tests the previous week.

25X1



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DRAFT

1 September 1987

MEMORANDUM FOR: Director of Training and Education

FROM: [REDACTED]

Chief, Leadership Development Division

SUBJECT: LDD Weekly Report (31 Aug. - 1 Sept. 1987)

1. [REDACTED] of Management Training Branch (MTB) conducted two PAR workshops for Office of Information Technology (OIT) which were extremely well received. One received all "5"s except for one "3". The workshops were marked by extremely effective cooperation by OIT including provisions of simple PARs, a presentation on the OIT panel system and an OIT managers panel. Credit for this is due former OTE TA [REDACTED] now in OIT as a Training Officer. [REDACTED]

2. [REDACTED] of MTB participated in the Tabi Khaler Trainer-of-Trainer Workshop. He came away with substantial reservations about the Agency using this in any extensive way. He will prepare a separate memo on this. [REDACTED]

3. The pilot of the "Negotiating Skills for Managers" course ran as part of the Electives for Managers program. It was conducted by [REDACTED] who previously had conducted the program as part of the SIS electives program. Eleven students attended; there were three no-shows and two cancellations. The program was very well received and student reactions were positive; a separate evaluation will be prepared. [REDACTED]

4. [REDACTED] rejoined MTB as Senior Training Assistant after ten weeks of maternity leave. [REDACTED] returned to LDD as Division Secretary after five weeks of sick leave. [REDACTED]

5. The last Executive Seminar to be conducted at the Donaldson Brown Center in Port Deposit, Maryland began on 31 August with a full complement of students. The incoming chief of the Executive Development Staff, [REDACTED] has been able to observe part of the seminar prior to his reporting for duty on 21 September. Initial reports indicate that the new session on a survey of management skills and abilities went well. The Wilford Lewis session on Management in the Communications Age will be conducted this afternoon. [REDACTED] will go up to observe this session as a possible addition to our Executive Electives. [REDACTED]

UNCLASSIFIED

SUBJECT: LDD Weekly Report (31 Aug. - 1 Sept. 1987)

Midcareer Course

6. ~~in Oct~~ #102 begins on 8 September with 27 students. ~~There has been major rework of the DO and DD&I exercises and the DA exercise has been replaced with a case study on the management of the recruiting effort. [redacted] has prepared a case study to be used in the session on ethics and [redacted] has prepared a presentation on some of the legends of the Agency. The class field trip will be to Judge Webster's home town St. Louis where students will visit Anheuser-Busch, the St. Louis Cardinals, McDonnell Douglas, Monsanto as well as the Military Airlift Command and the Air Force Communications Command at Scott Air Force Base. (U)~~

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Scheduled for the week of 7/5 Oct.

the organizations visited will include

7. There have been some minor adjustments made to the schedule of electives to accommodate the availability of key contractors and to make more effective use of EDS staff. An elective on "Creating an Effective Staff" has been added for 20-21 October with a contractor [redacted] leading the session. (U)

STAT/

8. [redacted] met with the Chief of the Clinical Division, OMS last week to plan an Elective on Executive Health. OMS is quite interested in doing something during the first week of December. We will be working together closely, with OMS doing the instruction and OTE handling the enrollment and other administrative details. (U)

STAT

9. [redacted] is working on a redesign of the Advance Intelligence Seminar. We plan to have a new curriculum ready in time for a late November or early December running. (U)

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1 September 1987

MEMORANDUM FOR: Director of Training and Education

25X1 FROM: [redacted]
Chief, Leadership Development Division

SUBJECT: LDD Weekly Report (31 Aug. - 1 Sept. 1987)

25X1 1. [redacted] of Management Training Branch (MTB) conducted two PAR workshops for the Office of Information Technology (OIT) which were extremely well received. One workshop received student critiques of all "5"s except for one "3". The workshops were marked by extremely effective cooperation by OIT including providing sample PARs, a presentation on the OIT panel system and an OIT manager's panel. Credit for the support from OIT was due to the efforts of former OTE TA [redacted] now in OIT as a Training Officer. [redacted]

25X1

25X1 2. [redacted] of MTB participated in the Tahbi Khaler Training-of-Trainers Workshop. [redacted] came away with substantial reservations about the Agency using this in any extensive way; this was consistent with the views expressed in his June evaluation of the workshop. He will prepare a separate memo on this. [redacted]

25X1

25X1 3. The pilot of the "Negotiating Skills for Managers" course ran as part of the Electives for Managers Program. It was conducted by [redacted] who previously had conducted the program as part of the Executive Development Electives Program. Eleven students attended; there were three no-shows and two cancellations. The program was very well received and student reactions were positive; a separate evaluation will be prepared. [redacted]

25X1

25X1 4. [redacted] rejoined MTB as Senior Training Assistant after ten weeks of maternity leave. [redacted] returned to LDD as Division Secretary after five weeks of sick leave. [redacted] remains on maternity leave and is expected back in January. Two other LDD employees are schedule for maternity leave over the next six months. [redacted]

25X1

25X1 [Large redacted area]

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SUBJECT: LDD Weekly Report (31 Aug. - 1 Sept. 1987)

- 25X1 7. [] of the Leadership Development met with []
 25X1 [] from the Office of Information Resources (OIR) concerning support for the OIR
 25X1 Conference scheduled for 8-10 November [] are co-chairmen of
 25X1 the OIR Conference Planning Committee and are scheduled to conduct a four-hour
 25X1 session on office-wide problem-solving designed by [] The conference is
 25X1 for 50 managers and employees from OIR and is aimed at improving management-employee
 25X1 relations. In addition to supporting the OIR conference, [] coordinated
 arrangements for an upcoming COMIREX Executive Staff Conference (8-9 September) at
 which she will serve as a presenter and conference facilitator. Her participation in
 this conference was outlined and forwarded under a separate memo. [] 25X1
- 25X1 8. [] conducted three workshops this past week: a one-day
 25X1 "Communication and Counseling Skills Workshop" for 18 managers from the Office of
 Security (OS) [] on 26 August, and two half-day workshops on "Organization
 Change and Management of Stress" for 50 OS polygraphers and security officers on 27
 August. Course reports have been forwarded. [] 25X1
- 25X1 9. The Executive Seminar began this week at the Donaldson Brown Center in Port
 Deposit, Maryland with a full complement of students. The incoming chief of the
 Executive Development Staff, [] is observing the seminar prior to his
 reporting for duty on 21 September. Initial reports from assessment psychologists,
 and staff instructors indicate that a new segment in the seminar, based on results
 from the recent Agency-wide Management Skills Survey, was successful with students
 engaging in lively discussion over key issues. The DDC conducted the session and
 corroborated these positive observations. [] 25X1
- 25X1 10. MCC #102 begins 8 September with 27 students. Major revamping of the DO and
 DD&T exercises has been accomplished and the DA exercise has been replaced with a
 25X1 case study on the management of the recruiting effort. [] has prepared a
 25X1 case study to be used in the session on ethics and [] has prepared a
 presentation on some of the legends of the Agency. The field-trip will be to Judge
 Webster's home town of St. Louis where students will visit Anheuser Busch, the St.
 Louis Cardinals, McDonnell Douglas, Monsanto as well as the Military Airlift Command
 and the Air Force Communications Command at Scott Air Force Base. [] 25X1
- 25X1 11. Minor adjustments have been made to the schedule of Executive Development
 Electives to accommodate the availability of key contractors and to make more
 effective use of EDS staff members. The next elective to be offered is on "Creating
 an Effective Staff" scheduled for 20-21 October with a contractor, []
 25X1 [] leading the session. [] 25X1
- 25X1 12. [] of the Executive Development Staff met last week
 with the Chief of the Clinical Division, OMS to plan an elective on Executive
 Health. OMS is quite interested in doing something during the first week of
 December. We will be working closely together, with OMS doing the instruction and
 OTE handling the enrollment and other administrative details. [] 25X1
- 25X1 13. [] is working on a redesign of the Advance Intelligence Seminar. It
 is planned to have a new design ready in time for a late November or early December
 running. Early in the process, he will begin vetting his design ideas with top OTE
 25X1 management. [] 25X1

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Administration Division Weekly
24-28 August 1987

Conferencing

25X1 The D/OIR [] and the D/LOGS [] will be on R&R [] on
28-30 August.

25X1 Drafted Oct-Dec 1987 conference schedule for HRMCTF, per []
request.

25X1 []

Joe on vacation 6-14 September.

Miscellaneous

25X1 C/AD accompanied D/OTE and C/SUP, [] to Design Center to look at possible
furniture for ITF.

Budget & Finance

DC/B&F attended meeting on 27 August to discuss importance of year-end
processing and what the B&F offices can do to make it run smoothly.

DC/B&F provided assistance to DO in support of the salary advances for
Career Trainees. B&FB was able to supply salary advances at CofC instead of
Headquarters.

25X1 Discussed transfer of \$150,000 with [], O/Finance, and
25X1 [] Final determination will be made next week.

Personnel

25X1 []

Sent out Secretarial SIF forms and requested PAR's for the IS Panel
meeting scheduled for 16 September 1987.

25X1 DC/OTE/Pers attended DA/OP meeting on 24 August 1987. [] Deputy
Director of Employee Benefits and Services (EBS), briefed attendees on the
focus and goals of current and proposed EBS programs. A representative from
the Office of Security briefed the group on the reinvestigation process.

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DC/OTE/Pers briefed LTD management and department chiefs on personnel function and procedures as they relate to LTD staff.

Check In's:

	<u>Title</u>	<u>Office</u>	<u>Grade</u>	<u>Date</u>
25X1	Instructor	LTD/NEA	GS-13	08/24/87

Check-outs:

25X1	Instructor	LDD/MTB	GS-13	08/28/87
	Instructor	LTD/RLD	GS-10	08/28/87
	Summer Only	O/C/LTD	GS-03	08/24/87

Logistics

CofC Air Conditioning: The air conditioner on the roof failed twice during the week. OL has an A&E on contract to design a new system for the roof.

1st Floor: Carpet is being installed -- completion date 2 September. Grill work completed.

25X1

Processed contract, for ADDA approval, with American Education Complex for accreditation of secretarial program.

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