

CONFIDENTIAL

1 October 1987

MEMORANDUM FOR: Deputy Director of Administration

25X1

FROM : [redacted]
Director of Training and Education

SUBJECT : Weekly Report

* 1. On 25 September, OTE's Language Training Division hosted a meeting of the Interagency Language Roundtable (ILR). Sixty participants from 20 government agencies and several other academic organizations discussed and exchanged information on many topics including testing, computer-based testing and teaching, materials development, and research. Of particular interest was the fact that the State Department, the CIA and the Defense Language Institute are conducting major reviews of their Russian language programs. All those agencies agreed on consulting and pooling resources to avoid courseware duplication. [redacted]

25X1

* 2. OTE is conducting a comprehensive review of its Russian language training program. A vital part of the review process is that our customers, particularly the DO, are involved. Also participating are a Russian language specialist from NSA and Professor Gerard Ervin, Director of the Foreign Language Center at Ohio State University. The purpose of the review is to make sure that our training program meets the needs of our customers. A similar review of other languages will follow. [redacted]

25X1

* 3. The third offering of an Outward Bound course for SIS officers and selected GS-15s was held at the Hurricane Island Outward Bound School, Rockland, Maine, 20-27 September 1987. Eleven senior officers, including one woman, representing all Directorates and the DCI Area participated in the program in addition to the OTE course facilitator. At the end of the course, all were very enthusiastic about the value of the experience to them and unequivocally endorsed the Outward Bound Program. Several commented that this was the best and most worthwhile management type training they had experienced in their entire careers. [redacted]

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* 4. OTE's Secretarial Training Branch conducted a special running of Time Management in the Headquarters Auditorium on 25 September for 107 students. [redacted]

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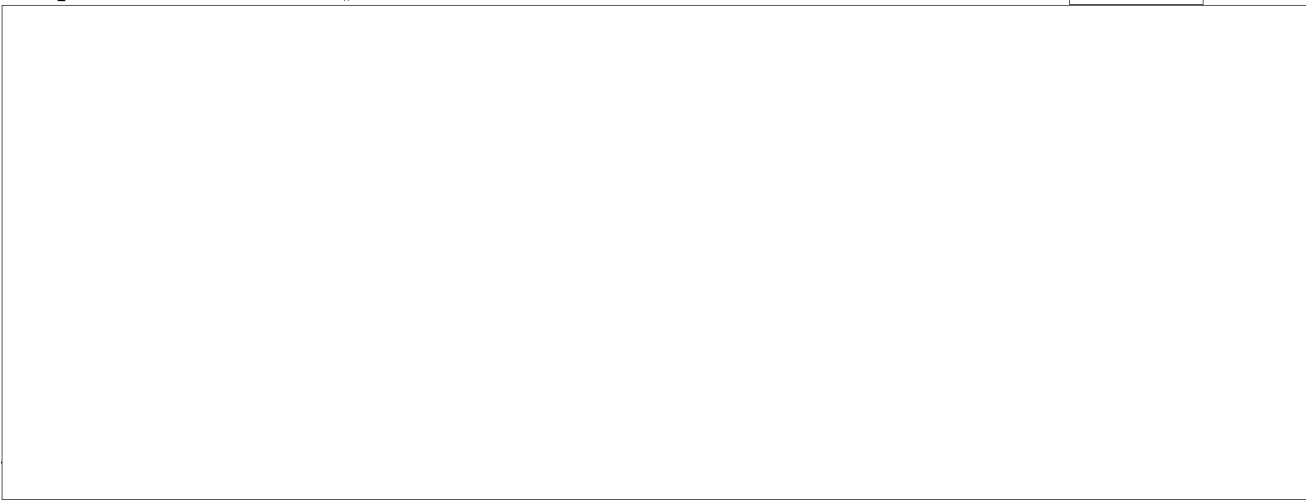
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SUBJECT: Weekly Report

5. Dr. Zbigniew Brzezinski, National Security Advisor to President Carter, presented an interesting lecture on "Geostrategic Considerations for the 1990s: Implications for Intelligence" in the Headquarters Auditorium on 24 September. Approximatley 400 people attended. Dr. Brzezinski focused on the U.S.-Soviet rivalry in three regions--Europe, the Far East, and Southwest Asia. He also suggested that the Agency should play an educational role in "structuring the President's vision of the world" by providing him with an understanding of strategic changes and historical trends. The presentation was sponsored by OTE's Soviet Realities Institute. [REDACTED]

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29 September 1987

MEMORANDUM FOR: Director of Training and Education

FROM:

[Redacted]

Chief, Secretarial, Administrative, and
Communications Training Division

SUBJECT: Weekly Report

1. The Communication Training Branch (CTB) is experiencing an upsurge in the demand for briefing skills training. CTB this week is conducting a scheduled Briefing Techniques Course and two special runnings, one for the DI and another for OP. Two additional requests for briefing skills training for September had to be turned down for lack of resources. The three concurrent runnings of briefing skills is a first for CTB. [Redacted]

2. Effective Decisionmaking for Secretaries, the fourth in the series of elective credit programs for Agency Secretaries, is running this week at [Redacted] Twenty-three secretaries are attending this three-day course. [Redacted]

3. ^{OTE'S} ~~The~~ Secretarial Training Branch conducted a special running of Time Management in the Headquarters Auditorium on 25 September for 107 students. [Redacted]

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[Redacted]

29 September 1987

MEMORANDUM FOR: Director of Training and Education

FROM: [redacted] Chief, Intelligence Training Division

SUBJECT: IT Weekly Report [redacted]

Sponsored by OTE'S Soviet Realities Institute

1. The Agency should play an educational role in "structuring the President's vision of the world" by providing him with an understanding of strategic changes and historical trends, ~~With this recommendation, Dr. Zbigniew Brzezinski, National Security Advisor to President Carter, concluded an provocative and stimulating lecture on "Geostrategic Considerations for the 1990s: Implications for Intelligence" in the Headquarters Auditorium on 24 September. Dr. Brzezinski focused on the U.S.-Soviet rivalry in three regions--Europe, the Far East, and Southwest Asia, and argued that the Soviet Union was unique as a global rival in that its power was one dimensional--military. Our capacity to sustain that rivalry would depend upon our national will. Brzezinski described the intelligence role in support of top decisionmakers as threefold--~~ political, geopolitical, and strategic.

presented

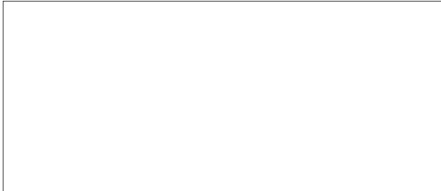
Approximately 400 people attended.

He also speaks next

2. Martha Mautner's lecture on "The USSR: Future Challenges for the United States" was a fitting and thoughtful conclusion to the USSR Country Survey Course on Friday afternoon, 25 September. Ms. Mautner (INR, Department of State) highlights factors of both continuity and change in drawing upon study of the Soviet Union that dates back to her first tour in Moscow in 1945. Ms. Mautner's lecture followed the class trip that morning to the Soviet Awareness Program at Bolling AFB. [redacted]

3. Briefing Technical Materials ran from 14 - 18 September with 13 students in attendance. [redacted] the independent contractor who is the primary instructor, continues to get rave reviews with all but one student giving him a "5" for "instructor effectiveness." The overall course rating was 4.7. No course format changes are contemplated for the next running which is scheduled for 16 - 20 November. [redacted]

4. The second running of TIB's Understanding Terrorism took place [redacted] 20 - 23 September. Twenty-two students representing all four directorates and the DCI's office attended. Nearly everyone complained about how hard they worked, i.e., from 0800 to 2200 followed by a one-hour test at the end indicated an extremely high learning curve and students gave the course an overall rating of 3.9 on a 5-point scale. [redacted]



S E C R E T

28 September 1987

MEMORANDUM FOR: Director of Training and Education

25X1 FROM:

[Redacted]

Chief, Language Training Division

SUBJECT: Language Training Division Weekly Report

OTE'S

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1. On 25 September, the Language Training Division hosted a meeting of the Interagency Language Roundtable (ILR). Sixty participants from 20 government agencies and several other academic organizations discussed and exchanged information on many topics including testing, computer-based testing and teaching, materials development, and research. Of particular interest was the fact that the State Department, the CIA and the Defense Language Institute are conducting major reviews of their Russian language programs. All those agencies agreed on consulting and pooling resources to avoid courseware duplication. The ILR membership accepted CIA's proposal to organize an East Asian Language Conference when instructors from the different government agencies can make contacts, display instructional materials and give demonstrations on what has worked for them in the classroom. The conference will be organized by the Language Training Division under the auspices of the ILR. [Redacted]

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[Redacted]

25X1 3. Vietnamese instructor [Redacted] gave a presentation to NEA on 25 September on effective use of Voice of America tapes for intermediate language students. This was the third in a series of NEA instructor demonstration sessions.

[Redacted]

S E C R E T

25X1 4. On 23 September 1987 the LTD Russian Program Review was launched
25X1 by [redacted] and a cast of thousands. [redacted] reported to the LTD
25X1 Russian faculty and management on the results of NSA Russian specialist,
[redacted] visits to LTD Russian classes as well as on the results
of interviews and of the LTD questionnaire which had been sent to former
LTD Russian students [redacted]

Professor Gerard Ervin, Director of the Foreign Language Center at Ohio State University, also took part in the review and then proceeded on the 23rd and 24th to develop a plan for curriculum revision. The Russian instructors are now finalizing their choice of a text which will partially influence how the new LTD course will be structured.

An even more vital part of the structuring comes from the invaluable customer input, especially from the DO, input which will be systematically integrated into the new course. The goal of the new course is functional foreign language which counts with LTD consumers.

25X1 5. Korean instructor [redacted] will conduct a special
25X1 half-day segment of the Korean transliteration course for two hearing-impaired Information Management Staff (IMS) employees on 30 September. A course graduate also from IMS will serve as sign language interpreter.
25X1 [redacted]

25X1 6. There were 46 reading and 48 oral proficiency tests the past week
25X1 compared to 32 reading and 53 oral proficiency tests the previous week.
[redacted]

See below

** OTE is conducting a comprehensive review of its Russian language training program. A vital part of the review process is that our customers, particularly ~~the~~ the DO, are involved. Also participating are a Russian language specialist from NSA and Professor Gerard Ervin, Director of the Foreign Language Center at Ohio State University. The purpose of the review is to make sure that our training program meets the needs of our customers. A review of other languages will*

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29 September 1987

MEMORANDUM FOR: Director of Training and Education

25X1 FROM:

[REDACTED]
Chief, Training Support Division

SUBJECT: TSD Weekly for Week of 27 September 1987

1. As part of our campaign to improve the flow of information on courses, this week OTE (TSD/ITB) forwarded, for the first time, five Special Bulletins on line via AIM to 49 Agency Training Officers and Training Assistants. We will follow up to see how the components use and distribute these bulletins and how widespread they are read. [REDACTED]

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29 September 1987

MEMORANDUM FOR: Director of Training and Education

FROM: [redacted]

Chief, Leadership Development Division
Office of Training and Education

SUBJECT: LDD Weekly Report (U)

1. The third offering of an Outward Bound course for SIS officers and selected GS-15s was held at the Hurricane Island Outward Bound School, Rockland, Maine 20 - 27 September 1987. Eleven senior officers, including one woman, representing all Directorates and the DCI Area participated in the program in addition to the OTE course facilitator.

~~Hurricane Island is located eleven miles off the Maine coast in the Penobscot Bay area. Activities included a three-day sailing expedition in a 30 foot ketch-rigged open pulling boat in which they experienced a wide range of wind, wave, tide and weather conditions, and as a group had to meet and overcome a variety of very difficult challenges. Also included were the challenges of rock climbing and rappelling from a 100 foot granite cliff, and a ropes course. Each participant had an overnight solo where he or she was "dropped off" on an unoccupied island and picked up the following day. There were also a number of "initiatives" where the group as a group had to accomplish tasks with a minimum of resources in a short period of time.~~

~~All participants learned to reach for goals beyond what they thought possible to accomplish and then successfully achieve the goals. At the end of the course, all were very enthusiastic about the value of the experience to them and unequivocally endorsed the Outward Bound Program. More than several commented that this was the best and most worthwhile management type training they had experienced in their entire careers. The group plans to have a "reunion" in three or four weeks and to invite the two Outward Bound instructors to join them. Spouses will also be invited to attend. (U)~~

2. [redacted] presented a case study on the Agency's employment system to Midcareer #102. The case study allowed the students to examine the problems that plagued the Agency's recruiting problem in the mid-1980s, and provoked a constructive discussion of the administrative issues involved. (U)

3. The Looking Glass Workshop run 14 - 18 September received a rating of 4.4 overall. Two students cancelled at the last minute. Dick [redacted] C/MTB, did his first of three certifying runs as an LGI trainer. He worked with [redacted] (U)

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SUBJECT: LDD Weekly Report (U)

4. The Managing in CIA course ran 21 - 23 September received a rating of 4.4 with a "would recommend to others" rating of 4.8. Management Action Plan segment received its highest rating to date, 4.15. The students recommended that the manager consultant on the last day be used to help students with their action plans rather than serving as a question and answer panel. We may try this in October. (U)

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5. [redacted] helped the Office of Personnel run a Recruiter Training Workshop 24 - 25 September. Feedback was positive. (U)

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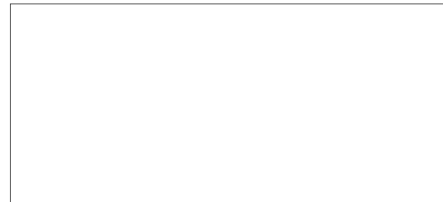
6. [redacted] is doing his first co-chair of POCM with contractor [redacted] 28 September - 2 October. [redacted] POCM Program Chairwoman, who arrived 29 September to do segments reports that John has the class well in hand. (U)

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7. [redacted] is doing her first co-training run in the Positive Power and Influence Elective with contractor [redacted] 28 - 30 September in room 507 CofC. Several OTE people including three MTB trainers are attending as students. (U)

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29 September 1987

MEMORANDUM FOR: Director of Training and Education

STAT

FROM:

[Redacted]

Chief, Information Systems Training Division

SUBJECT:

ISTD Weekly 9/23-29/87

The second monthly review meeting for the EXTRA Project was held in Rosslyn on 24 September. The project is on schedule, and our Proof of Concepts system should be delivered in March 1988.

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[Redacted]

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Administration Division Weekly
21-25 September 1987

Conferencing

Scheduled IC Staff Conference for 8-9 November (Sunday and Monday) per request of DCI. This involved rescheduling conferences for OF and NSA.

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Miscellaneous

Family Visitation Day on 26 September was attended by approximately 85 people.

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Budget & Finance

DC/B&F and Disbursing Officer settled the final accountings for the CC-X Course

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Personnel

C/PB attended the DA Personnel Officers meeting on 21 September. Briefings were given on a new CSGA report and on a questionnaire that has been developed for distribution to Agency employees concerning the benefits package of the HRMCTF.

On 23 September, the Senior Career Panel held the semi-annual review of GS-15 MF careerists.

Issued OTE Instructions on Career Evaluation Process. Arranged for D/OTE's briefing on 28 September to all OTE Panel members. D/OTE's presentation will be videotaped.

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Received a total of eight nominations for Employee of the Trimester (May-August).

Converted seven people in Language School from full-time to part-time.

Check-outs:TitleOfficeGradeDate

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Instructor

WOTD/CIB

GS-15

09/22/87

Instructor

ISTD/CATB

GS-10

09/25/87 (Maternity)

Registry

RMO completed a partial Records Inventory for Language Training Division; thus far approximately three safe drawers of materials were designated for destruction.

RMO sent notice to several offices re audit of Agency Forms requesting they advise of any obsolete forms.

RMO with CSI completed 16 FOIA cases re requests for articles published in "Studies in Intelligence."

Logistics

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On 23 September, C/LOGS met with [redacted] of P&PD Copier Management to review all OTE outstanding copy requests for updating present copiers as well as adding additional ones.

Logistics Branch met with C/AD to discuss issues currently facing the Branch as well as goals for the future. The discussion will continue at a future session.

1st Floor:

- No date as yet for moving the guards.
- C/LOGS and C/AD met with local contractor to discuss re-doing the guard counter.

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