

CONFIDENTIAL

7 January 1988

MEMORANDUM FOR: Deputy Director for Administration

FROM: [REDACTED]

Director of Training and Education

SUBJECT: Weekly Report

\* 1. The auditorium was filled to capacity on 6 January 1988 to hear [REDACTED] speak on "The Year 1988: Political Dynamics." About 150 people without tickets were referred to the theater where the presentation was televised. [REDACTED]

\* 2. Mr. Bob Blackwell, NIO for the USSR, will be the speaker at the next Interdirectorate Seminar on 19 January 1988 [REDACTED]. His topic, US-USSR Relations, will include an assessment of the impact of the recent summit meeting and some thoughts about what might come about at the next summit. He will also share his views on Gorbachev as a leader, and the implications of his style on US-USSR relations. [REDACTED]

\* 3. The Office of Training and Education (OTE) has 23 courses (413 students) in session during the week of 4 - 8 January. Thirty-two courses (approximately 700 students) are scheduled for the week of 11 - 15 January. [REDACTED]

4. OTE's Information Systems Training Division and the Office of Security's Information Security Group are discussing ways to enhance computer security training. The target audience for the training consists of two separate groups: 1) users/customers for new computer systems; and 2) ADP professionals who develop new systems. [REDACTED]

5. OTE trainers are working with personnel from OP/Compensation Division to determine the need for training on time and attendance (T&A) reporting. The new material will focus on regulations, legal requirements and procedures. Current ELECTAS (Electronic Time and Attendance System) training assumes a complete knowledge of this information. [REDACTED]

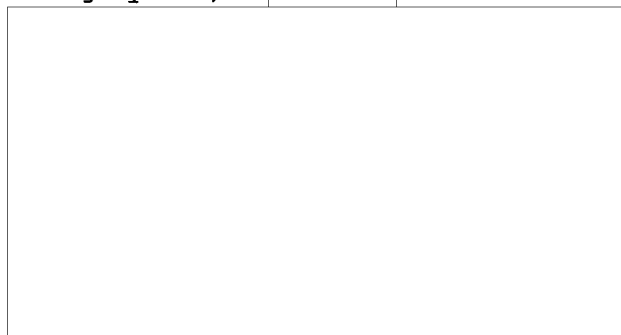
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SUBJECT: Weekly Report

6. OTE is working with OF on the development of a new course, Automated Field Accounting Systems for Managers. The first trial run has been completed. The course includes material on the new automated field system STARS (Station Accounting and Reporting System).

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CONFIDENTIAL

7 January 1988

MEMORANDUM FOR: Deputy Director of Training and Education

VIA: Chief, Training Support Division

STAT FROM:

[Redacted]

Chief, Internal Training Branch

SUBJECT: Weekly Report

STAT The New Year began with 23 courses (5-CofC; 13 [Redacted] running  
the week of 4-8 January 1988 with 413 students (63-CofC; [Redacted]

STAT 116 [Redacted]. The influx begins next week with the start of 32 courses

STAT (11-CofC; 17 [Redacted] 2-Hqs.) with approximately 700 students scheduled

STAT to attend (236+-CofC; 34 [Redacted] 46-Hqs.).

STAT [Redacted]

*Priority - from CSI*

The auditorium was filled to capacity on 6 January 1988 to hear  speak on "The Year 1988: Political Dynamics." About 150 people without tickets were referred to the theater where the presentation was televised.

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5 January 1988

MEMORANDUM FOR: Director of Training and Education

FROM: [redacted]

Chief, Secretarial, Administrative, and  
Communications Training Division

SUBJECT: Weekly Report

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1. [redacted] Deputy Chief, and [redacted] Executive Office of  
OP's Compensation Division, met 5 January with [redacted] and  
[redacted] (SACTD) and [redacted] (LDD) to discuss time and attendance  
reporting training. Background: The Agency does not conduct any  
comprehensive training on the regulations and legal requirements of T&A  
reporting. There are fragments included in the various orientation programs  
an in Managing in CIA course. ELECTAS (Electronic Time and Attendance System)  
training assumes a complete knowledge of those requirements. OUR ACTION: As  
a result of this meeting, it was agreed that SACTD would begin preliminary  
work to get some T&A training developed for the Agency. We will research past  
OTE training in this area and determine what relevant training is being done  
elsewhere in the USG, and find out if the report due out from the Office of  
the Inspector General will have any formal recommendations regarding training  
in T&A reporting. (U)

STAT

2. <sup>OTE instructors</sup> [redacted] and ~~instructors from the Communication Training Branch~~ met  
on 5 January with members of the Educational Testing Service, Princeton, N.J.,  
to continue discussions on developing a process for measuring performance  
improvement in the Essentials of Writing for Secretaries course and for  
exempting secretaries from the course. (U)

STAT  
BACKGROUND: [redacted]

JANE:

This is background information on Weekly Item 3. If you have any  
questions, please call me. KATHY

The Automated Field Accounting Systems for Managers is a two-day spin-off of the five-day Field Accounting Systems Course (FAS). The five-day course concentrates on skills development for Operations Support Assistants and Admin Officers departing to overseas assignments. The first day and a half of the new two-day course was given to 7 Directorate of Operations Budget and Finance Chiefs and Deputy Chiefs and 4 OIG/Audit Staff officers. Sixteen officers attended the last half day, which focuses on the new automated field system, STARS (Stations Accounting and Reporting System), which will gradually replace FAS in the field beginning next year. The average overall rating of this new course was 4.4 on a five point scale. One B&F Chief wrote, Without a doubt, this was the best finance course that I have attended.

The first running of the Office of Finance Orientation was attended by 23 Finance and OIG/Audit Staff EODs. The course went very well but needs to be reorganized based on information gained from the student critiques, guest speaker suggestions, and instructor review. The average overall rating was 4.1 on a five point scale. There were no problems with the content, but the flow needs to be adjusted. The course ran from 0830 until 1630 and many of the students commented negatively on the long hours. The course incorporated two exercises to test the students' ability to incorporate what they had learned and to increase their knowledge of the financial references.

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5 January 1988

MEMORANDUM FOR: Director of Training and Education

FROM:

[Redacted]

Acting Director, Center for the Study of Intelligence

SUBJECT:

[Redacted]

[Redacted] the NIO for the USSR, has agreed to be the speaker at the next Interdirectorate Seminary on 19 January [Redacted] His topic, US-USSR Relations, will include an assessment of the impact of the recent summit meeting and some thoughts about what might come about at the next summit. He will also share his views on Gorbachev as a leader, and the implications of this man and his style on US-USSR relations.

On 5 January 1988, we will meet with the new manager of the North Cafeteria to discuss with him the possibility of holding the 12 yearly Brookings Conference luncheons in the North Cafeteria since the Executive Dining Room, which is being renovated, is no longer able to accommodate a group of this size. In informal conversations, his predecessor had indicated her willingness to accommodate the groups in a screened off portion on the North Cafeteria, affording menu selections to Brookings, and adding special touches such as tablecloths and flowers on the tables. The briefing portion of the Brookings visits will continue to be held in the Director's Conference Room.

On 22 January 1988, we will meet at the Brookings Institution to review and update administrative procedures for handling the 12 yearly visits to the Agency of the Brookings Conference on federal government operations and discuss physical arrangements and menu selections for the upcoming luncheons.

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Administration Division Weekly  
21-31 December 1987

Conferencing

CI and Security Issues Seminar scheduled for the National Intelligence Council on 11-15 January. Senior personnel from NSA, AF, FBI, DOD, State, Army, NSC, and DIA will attend.

Space

Part II of the Reston requirements questionnaire for OTE was submitted to Reston Project Officer on 28 December.

Miscellaneous

OTE Notes published.

C/AD met with [redacted] Support and Interior Designer on furnishings for

Congratulations to [redacted] on her promotion!

Training Selection Board

Prepared advance requests for five officers at Senior War Colleges out of the area.

Gave Chairman, TSB nominations for two Seminars for New Managers. The Agency has one space [redacted]

Personnel

Joanne/Darlene - FERS - FERS - FERS - FERS.

DC/PB acted as advisor to GS-10 Panel on 21 December.

Provided DD/OTE and D/OTE a summary on [redacted] for presentation of her retirement plaque at a luncheon 30 December.

Forms and information were distributed to supervisors of secretaries for Performance Award recommendations to the Secretarial Panel. The Panel will convene the last week in January.

Received and began using WANG contracting package from main OP. OTE/PERS will now be able independently to prepare contracts.

PARs

Requested PARs for GS-08's.

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**CONFIDENTIAL**Panel Support:

- Prepared and forwarded SIF's for the GS-14 semi-annual review.
- Continued preparation for the GS-10 LIP and the GS-14 Panel.

Check-Outs:TitleOfficeGradeDate

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Logistics

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Worked with WOTD personnel and Logistics on getting training material and support equipment [redacted] to support WOTD course. All material will go out on a Hqs truck on Sunday, 3 January 88.

Worked with LTD to set up new classroom space to house a large influx of students expected to arrive on 4 January.

Replaced chairs in Rooms 601, 606, and 636.

Delivered new conference table to CTD.

Remainder of CTD and 1st Floor lounge furniture received.

Coke machine delivered for 1st floor snack bar.

**CONFIDENTIAL**

5 January 1988

MEMORANDUM FOR: Director of Training and Education

STAT FROM:

[Redacted]

Chief, Intelligence Training Education

SUBJECT: IT Weekly Report (U)

During the holidays the Deception Analysis Course (DAC) and the National Warning Course (NWC) were reviewed in a series of meetings with the course sponsors. Each hour of instruction was evaluated to see if it is still relevant and the best way of making the desired teaching points. Based on these reviews 25 percent of the DAC has been modified and 10 percent of the NWC. The revised versions will be presented starting on 8 January 1988 for the NWC and 10 February for the DAC.

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UNCLASSIFIED

5 January 1988

MEMORANDUM FOR: Director of Training and Education

STAT FROM:

[Redacted]

Chief, Leadership Development Division  
Office of Training and Education

SUBJECT: LDD Weekly Report (U)

1. Management Training Branch ran its eighth and final Looking Glass Inc. program for 1987, 14 - 18 December. The program was noteworthy in that of 19 of the 20 registered students attended--only one last minute DO no-show. As a result of appeals to the STOs, we avoided last year's problem when the pre-Christmas running had to be cancelled because of cancellations.

STAT [Redacted] were the OTE instructors. The overall evaluation was 4.7. (U)

STAT 2. *Two OTE instructors from the Leadership Development Division* [Redacted] ~~from the Leadership Development Division~~ (LDD) attended a workshop on 21 and 22 December 1987 on Managerial Assessment of Potential (MAP). The workshop was hosted by the Defense Systems Management College at Fort Belvoir and conducted by Dr. Scott Parry the creator of MAP and the Chairman of Learning House, Inc. MAP consists of six hours of video case studies reflecting various management situations which occur in an administrative services division. Students complete a multiple choice questionnaire about what they think just occurred and give the appropriate management response to the situation. The MAP also includes a shortened version of the Myers-Briggs Type Indicator and a Personal Communication Style instrument which combines management theory X and Y with concepts from transactional analysis (parent-child-adult). LDD is interested in the MAP as a possible addition to its leadership and management development curriculum. (U)

STAT 3. [Redacted] of the Associates for Creative Leadership, will be conducting a Looking Glass Training of Trainers Workshop on 7 - 8 January for Agency Staff Trainers who are starting the Looking Glass trainer

STAT certification process. The Trainers include [Redacted]

STAT [Redacted] Also attending will be Dr. Lerer of the Defense Systems Management College, (DSMC). The training is unclassified and DSMC is reimbursing the Agency for the cost of training Dr. Lerer. (U)

[Redacted]

UNCLASSIFIED

4 January 1988

MEMORANDUM FOR: Director of Training and Education

FROM: [redacted]  
Chief, Language Training Division

SUBJECT: Language Training Division Weekly Report

1. Although LTD classes were suspended 21 December 1987 - 4 January 1988, Greek instructor [redacted] continued instruction by telephone. She called her student each morning and conducted a listening comprehension exercise. [redacted]

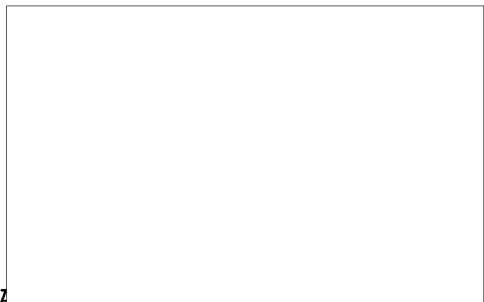
2. As part of the ongoing Russian curriculum review, LTD received two recently developed Russian language programs: "Speak, Read and Think Essential Russian", SyberVision's Russian Pimsleur and; "Let's Get Acquainted", a video series produced by the USSR State Committee on Television and Radio and the Pushkin Institute. Instructional materials for the series were developed by State University of New York and will be assessed for LTD use. [redacted]

3. Near East and Asian Languages Branch (NEA) Chinese instructor [redacted] and Language Training Division (LTD) Chief of Curriculum [redacted] recently met with Johns Hopkins University Chinese faculty member to discuss purchase of innovative materials developed there for the purpose of adapting them to an Agency Chinese survival course. [redacted]

4. Information Management Staff recently sent a memorandum of commendation to <sup>notes LTD</sup> NEA on a newly designed Chinese transliteration course, stating that it has "already made an impact on the way IMS processes names." As a result of <sup>our g. p. e.</sup> Chinese instructor's [redacted] well-conducted course, 71% of the East Asian analysts in IMS now have a working knowledge of Chinese transliteration. [redacted]

5. There were 8 reading and 6 oral proficiency tests the past week compared to 13 reading and 11 oral proficiency test the previous week. [redacted]

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



5 January 1988

MEMORANDUM FOR: Director of Training and Education

STAT FROM:

[Redacted]

Chief, Information Systems Training Division

SUBJECT: ISTD Weekly -- 12/29/87 - 1/5/88

STAT 1. [Redacted] ISTD/WPTB, conducted a tutorial on  
STAT 30 December 1987 for two DO personnel [Redacted]

STAT The training was at the request of DO/Africa Division personnel. The one-day tutorial included Wang Alliance training in the basics of word processing. In addition, training was also given on the Glossary function and how it is used to type cables and telepouches, Visual Memory (database) and its applicability, how to send and receive messages, and how to delete documents from the system.

*An OTE instructor conducted*

2. ISTD has been asked by a branch chief of the Counter-Intelligence Staff to provide tailored word processing training for senior staffers and annuitants in this unit. Training will be conducted on-site and for small numbers of individuals. This training should help these people make more effective use of the Wang in generating reports.

STAT 3. <sup>OTE</sup>ISTD has been asked by the Information Security Group of OS to participate in a joint effort to enhance computer security training. Two separate groups of students will be addressed by this training. The first and larger group are the end-users or customers for the development of computer systems. Both OS and ourselves believe that currently too little emphasis is placed on requiring the security features be built into systems when they are developed. The training provided to this group will be in one-day or shorter sessions and provided on-site to specific groups of customers. The second considerably smaller group are the ADP technicians, programmers, analysts, and designers. This group will be provided detailed technical information on specific ways to enhance computer security.

STAT [Redacted]