

10 February 1988

MEMORANDUM FOR: Deputy Director for Administration

FROM: [redacted]  
Director of Training and Education

SUBJECT: Weekly Report

\* 1. The next Career Trainee (CT) class begins its training on 16 February. There are 60 participants: DA-12; DI-12; DS&T-9; DO/OPS-19; and DO/Reports and Records-8. All four directorates sponsored internal candidates, bringing the total number of "internals" in the class to 15. [redacted]

[redacted]

\* 3. Forty-seven Agency employees are enrolled in full-time academic training for the Spring semester 1988. This compares with 26 students in the Spring of 1987. [redacted]

4. The first draft of OTE's Field Administration course book is being used in the 1 - 26 February running of the course. The book was prepared by [redacted] an Office of Finance Career Trainee. Following field testing in two course runnings, the book will be professionally edited, cleared for distribution overseas, and printed. It will be the first comprehensive course book/reference manual for Operations Support Assistants and other support personnel working at foreign and domestic installations. [redacted]

[redacted]

SECRET

SUBJECT: Weekly Report

25X1 5. OTE conducted a special Fundamentals of VM class for the DI's Intelligence Support Staff night shift employees. The class was taught at Headquarters, 7 - 9 February, from 1900 to 2200 hours. The three-session class is part of OTE's ongoing effort to meet the training needs of employees unable to attend regularly scheduled classes.

25X1 6. An instructor from OTE's Management Training Branch is teaching this week as a guest instructor in the Federal Executive Institute's executive seminar course at Charlottesville.

**Page Denied**

Next 4 Page(s) In Document Denied

9 February 1988

MEMORANDUM FOR: Director of Training and Education

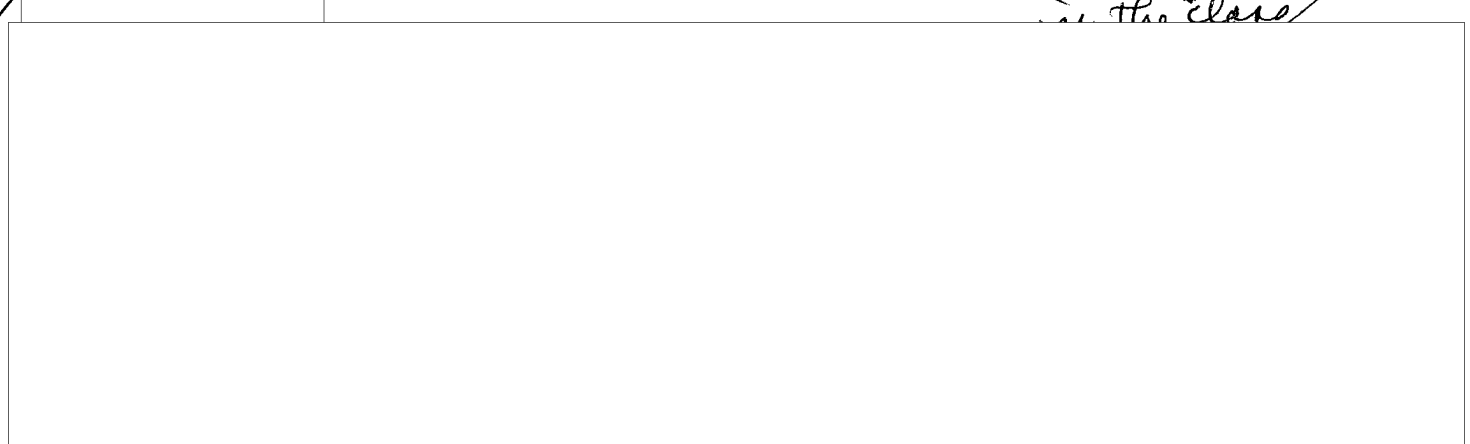
FROM: [Redacted]  
Chief, Career Training Division, OTE

SUBJECT: Career Training Division Weekly Report  
2 February 1988 through 9 February 1988

1. ~~The 16 February Career Trainee Class~~ has 60 participants: DA-12; DI-12; DS&T-9; DO/OPS-20 and DO/R&R-15. All four directorates sponsored internal candidates bringing the total number of "internals" to 15. *in the class*

*Reports and Records*

25X1  
25X1



*✓ The next Career Trainee class begins its training on 16 February. There are 60 participants.*

25X1



S E C R E T

9 February 1988

MEMORANDUM FOR: Director of Training and Education

FROM: [redacted]  
Chief, Language Training Division

SUBJECT: Language Training Division Weekly Report

1. On 1 February 1988, Germanic/Scandinavian Section Chief (Steven [redacted]) met with Dr. Claire Gaudiani, Acting Associate Director of the Joseph H. Lauder Institute at the University of Pennsylvania to discuss the overseas language training segment of their Management and International Studies program, and possible applications to LTD's nascent overseas programs. He also met with Dr. John Fought, Director of the Language Analysis Project of the Department of Linguistics and discussed ongoing cooperative efforts in computer based language training and translation. The possibility of a meeting with LTD staff was raised. [redacted]

2. As of this week <sup>(6 Feb '88), OTE'S</sup> ~~the Near East and Asian Languages Branch (NEA)~~ Arabic section is conducting four full-time classes with an all-time high ~~number~~ of eleven students. ~~ranging from beginning to high intermediate level.~~ [redacted]

3. [redacted]

2. While in Thailand on personal leave, NEA Thai instructor (Pat [redacted]) will visit the American University Alumni Association Language Center in Bangkok to observe their unique classes using the Natural Approach method of language teaching. Upon her return she will share her observations with her LTD colleagues. [redacted]

3. On 4 February 1988, Turkish instructor [redacted] (S&G) and her students attended the Annual Conference and Exposition of "The American Friends of Turkey". The topic was: "The Impact of Turkey's Developing Aircraft Industry and Its Meaning to NATO". They toured the exhibit afterwards and collected Turkish realia such as calendars, maps, and books. [redacted]

S E C R E T

SUBJECT: Language Training Division Weekly Report

4. On 3 February 1988, sixteen LTD instructors and staff participated in an elicitation exercise at the Navy Yard. During a one-and-a-half-hour role play exercise, 31 attaches and their spouses tried out their newly learned elicitation skills on the LTD participants, who represented about a dozen languages, many of which were actually used in the role-play. After the exercise there was a general discussion on the effectiveness of the role-play. [redacted] who was in charge, expressed his appreciation for LTD's ongoing professional contribution to DOD elicitation exercises. [redacted]

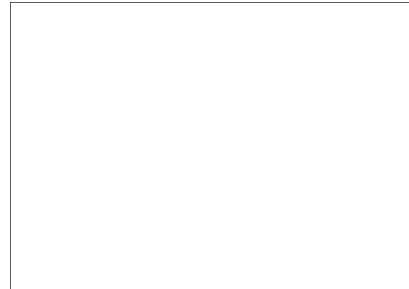
25X1

25X1

5. There were 26 reading and 18 oral proficiency tests the past week compared to 24 reading and 23 oral proficiency tests the previous week. [redacted]

25X1

25X1



S E C R E T

9 February 1988

Weekly Report  
Training Support Division

*OTE's*

1. A record number of 220 students have registered for 18 Spring ~~courses in the~~ Off Campus Programs, ~~conducted by Agency personnel for the~~ University of Virginia. This compares to 120 students and 9 courses in the Spring of 1987. Some of the new offerings this semester are:

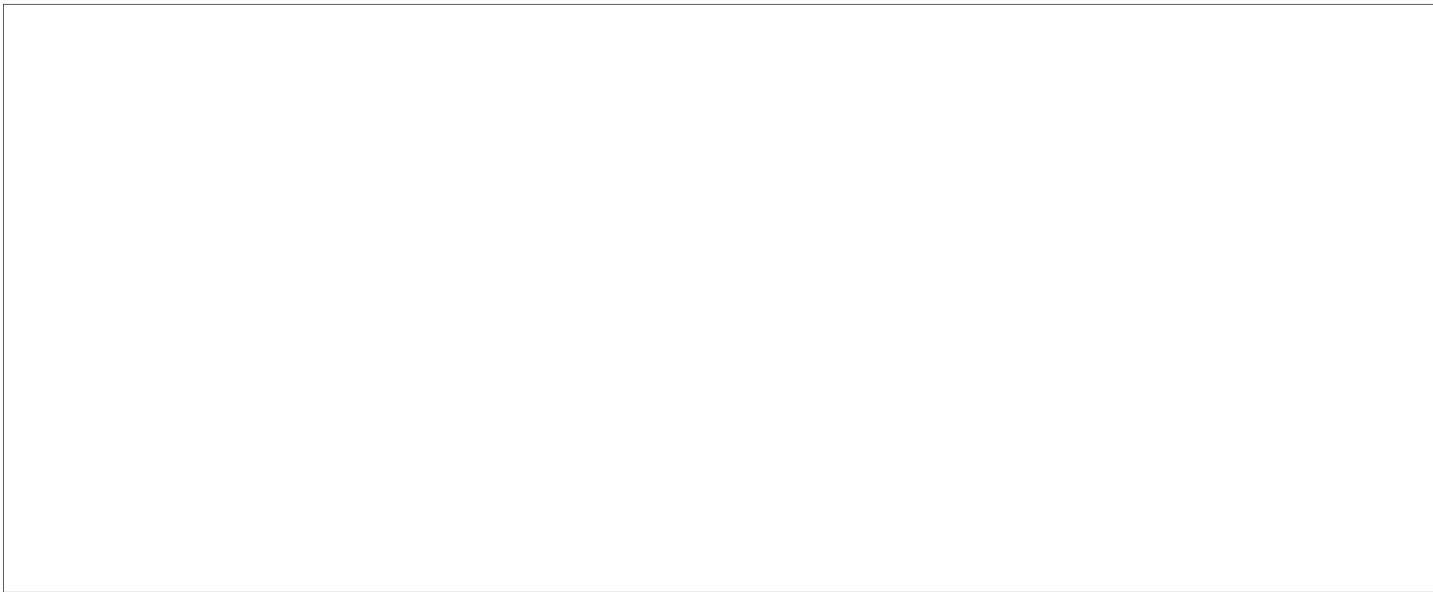
- Introduction to Calculus I
- Introductory Composition
- Introduction to Public Administration
- International Politics

*are enrolled*

2. Forty-seven Agency employees ~~will be~~ in full-time academic training ~~beginning in the~~ Spring semester ~~of this year 1988~~. This compares to 26 students in the Spring of 1987. ~~Of the current group, 12 are new students~~  ~~and the remaining 35 are continuing programs from last year.~~

*with*

3. OTE and OIT began acceptance testing of the on-line registration system TEAMS on Monday. Because this testing, which will last for about one month, will require intensive activity by all the TSD staff, OTE divisions should be particularly careful in meeting registration deadlines and be prepared for minor disruptions in the registration process during this period.



✓

*A* ✓ *4*

25X1

25X1

9 February 1988

MEMORANDUM FOR: Director of Training and Education

STAT FROM:

[Redacted]

Chief, Secretarial, Administrative, and Communications Training Division

SUBJECT: Weekly Report

STAT

[Redacted]

STAT

2. [Redacted] (SACTD) and [Redacted] (LDD) planned and

presented a half-day workshop entitled The Dynamics of the Secretary and the Manager Working Together as a Team for Office of Personnel managers and their secretaries on 4 February. Eighteen secretary/manager teams, including the Director of Personnel and his secretary, attended. [Redacted]

*USA*

STAT

3. The first draft of the Field Administration course book is being used in the 1-26 February running of the course. ~~\* After rejecting three bids from contractors for the development of the book, OTE obtained the services of [Redacted] an Office of Finance Career Trainee, who completed the initial work on the draft in just two months.~~ Following field testing in two course runnings, the book will be professionally edited, cleared for distribution overseas, and printed. It will be the first comprehensive course book/reference manual for Operations Support Assistants and other support personnel working at foreign and domestic installations. [Redacted]

*F.*

STAT

4. The Secretarial Training Branch held a one-day Geography Workshop for 60 secretaries at the Headquarters Building. Guest speakers briefed the participants on the USSR, China, the Middle East, India, and Africa. [Redacted]

STAT

STAT

\* *The book was prepared by* [Redacted]

[Redacted]

[Redacted]

STAT



8 February 1988

MEMORANDUM FOR: Director of Training and Education

STAT

FROM: [Redacted]

Chief, Information Systems Training Division

SUBJECT: ISTD Weekly -- 3 February 1988 - 8 February 1988

6. ✓ *OTE [unclear] conducted a*  
 1. ~~SA~~ *OTE [unclear]* special Fundamentals of VM class is being held for ~~the~~ DI ~~at~~ Intelligence Support Staff night shift employees. The class is being *was* taught at Headquarters ~~Sunday-Tuesday~~ *Sunday-Tuesday*, 7-9 February, ~~between 1900 and 2200 hours.~~ *between 1900 and 2200 hours.* The three-session class, ~~taught by Becky Menges,~~ *taught by Becky Menges,* is part of *OTE's* ISTD's ongoing effort to meet the training needs of employees unable to attend regularly scheduled classes.

STAT

2. On 8 February, [Redacted] met with the Chief of the Information Systems Security Division, Chief of the Security Education Staff, and the Career Management Officer for Physical and Technical Security, to discuss the development of ADP security training. The Office of Security is interested in developing a certification program for ADP security officers who complete a tour with ISSD. They have requested that ISTD work with them to develop a curriculum of formal training experiences, on the job experiences, writing, testing, and evaluation of previous life experiences in order to become certified. They have also requested that ISTD work with them to develop a training program for OD&E managers on security implications in the development of ADP systems.

STAT

[Redacted]

7.

✓ An ~~OTI~~ instructor from OTE's Management Training Branch is teaching this week as a guest instructor in the Federal Executive Institute's executive seminar course at Charlottesville.

**CONFIDENTIAL**

Administration Division Weekly  
1-5 February 1988

Conferencing

SSCI Conference scheduled for 25-27 February has been cancelled.

DI Management Conference including DDI and ADDI scheduled for 25-26 February in place of SSCI.

MG Conference for approximately 80 people rescheduled for 11-13 September.

DO Conference scheduled for 11-12 April (used space on hold for OTE).

Space

DC/AD attended Integrated Logistics Support Program (ILSP) at Hqs. on 4 February regarding issues/concerns for the New Hqs. Building.

EXO, DC/AD, C/LOGS, and C/Audio Visual met to discuss requirements for Classroom 2A074, NHB, which have been expedited by the New Hqs. Project Office.

Miscellaneous

25X1

[Redacted]

25X1

Congratulations to [Redacted] on his recent promotion!

25X1

[Redacted]

OTE Orientation for 21 employees was held on 2 February, and all AD Branch Chiefs participated.

C/AD Secretary attended one-day "Interviewing Techniques" course.

C/AD Secretary notified the recipients of the OTE Awards Ceremony on 11 February at 1400 hours. 60 people will receive awards. The DDA will present the awards.

Budget and Finance

Office of General Counsel is currently reviewing the proposed MW regarding decentralizing financial processing for external training.

C/BF attended the "Stress Management for Managers" course given by Personnel Decisions Inc. - interesting and hopefully beneficial.

**CONFIDENTIAL**

**CONFIDENTIAL**Training Selection Board

Sent Memo to STOs requesting nominations for the President's Executive Exchange Program for 1988/89.

Scheduled TSB meeting on 22 February to discuss Congressional Fellowship Program.

25X1 Received ExDir approval to nominate [redacted] OSWR, the CIA Advisor  
25X1 at the Air War College to replace [redacted]

Security

25X1 The re-alarmering of five rooms [redacted] (CIB & PSB) should take place early next week.

On 4 February, Security Officer gave a security awareness presentation to the Topical Issues Branch.

Personnel

C/PB held the PB Bi-weekly w/DDTE and discussed OTE and DA strength statistics.

DC/PB met with CMO and an OP representative to discuss impact of the PAR on OTE panel deliberations. Input was sought from OTE on suggestions for changes in PAR formatting and procedures.

Liz attended a co-op briefing in the Auditorium on 5 February.

Panel Support:

- Katherine and DC/PB continued the preparation of the IS Performance Award Panel information to be forwarded to the DA.
- Continued preparation for the GS-07/08 LIP, GS-07/08 TA and the GS-07/08 General Panels.

| <u>Check-ins</u> | <u>Title</u> | <u>Office</u> | <u>Grade</u> | <u>Date</u> |
|------------------|--------------|---------------|--------------|-------------|
| [redacted]       | OrdSpecGen   | CTF           | GS-11        | 02/03/88    |
| [redacted]       | Instructor   | WORD/OB       | GS-10        | 02/05/88    |
| [redacted]       | VisInfoSpec  | DDC/MPB       | GS-06        | 02/01/88    |

**CONFIDENTIAL**

CONFIDENTIAL

Logistics

25X1 [ ] in maintenance 21 March to approximately 1 April.

Drapes installed in front of Room 902.

25X1 C/AD and C/Logs met with [ ] OL, re refurbishing ground floor. She will send samples of wall coverings.

Architect is drawing plans for new counter with design similar to one in Agency Visitor Center at Hqs.

Issued Notice to OTE employees on availability of Exercise Room.

Pleion screens received for TSD and DAC. DAC renovation completed except for minor electrical work.

Received another 100 chairs for LTD Language classrooms; replacement of classroom chairs nearing completion.

Architect received Arlington County approval for Fitness Room showers. He will now draw up final plans for submission to Dominion Management for price quote.

Worked with MPB and Logs re shipment of camera to vendor for repair.

25X1

[ ]  
Delivered computer to Hqs Learning Center.

CONFIDENTIAL

9 February 1988

MEMORANDUM FOR: Director of Training and Education

FROM: [redacted] Acting Chief, Intelligence Training Division

SUBJECT: IT Weekly Report [redacted]

1. OTE has begun a series of brown-bag analytic training sessions for analysts at Headquarters. [redacted] of Analysis Training Branch is planning and directing the series and led the first session on 5 February, "Are You Asking the Right Questions?" Nineteen people from the DI and the DO, from Intelligence Assistants to branch chiefs, turned out for the class. They liked the idea of using the luncheon forum to discuss analytic issues and techniques. The next session, "Gut Feelings and Paper Trails," will be held on 12 February in Room 1D35 Headquarters.

2. Erich Bloch, Director of the National Science Foundation, will speak on "S&T in the Year 2000: Key Issues and Implications for Strategic Intelligence" in the Headquarters Auditorium at 0930 on 3 March. This is the first in a new lecture series being conducted for Agency employees by OTE's S&T Institute. The next speaker, in May, will be Noel Hinners, NASA's Deputy Administrator and Senior Scientist.

3. The second running of the Workshop on Reviewing Analytical Papers (RAP) took place on 3-4 February, again with [redacted] as the course director. The 16 students included senior analysts, editors, branch chiefs, and division chiefs. They rated the course an overall 4.4 on a 5-point scale (compared to 4.3 in the first running). Eight students gave the course an overall 5, seven a 4, and one a 3. The next running will be in late April.

4. On 3 February, 15 students completed the second running of TIB's two-and-one-half-day Introduction to Military Analysis Course (IMAC). The students said the course met most of their training objectives. The class included 12 analysts from the DI, two reports officers from the DO, and one State Department officer--the vanguard of the INR contingent that OTE has agreed to train. Based on student and staff evaluations, we propose no more major changes in the course, but we are considering changing its name to Introduction to Military Forces, a title that would raise more appropriate expectations of this knowledge course.

CONFIDENTIAL

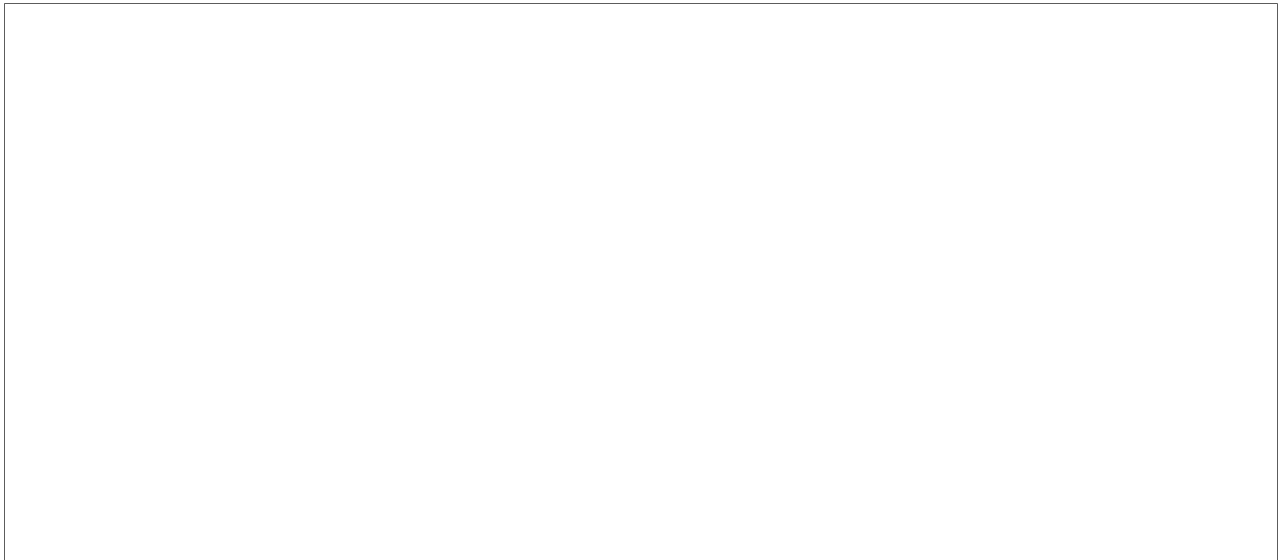
25X1

SUBJECT: IT Weekly Report

5. Professor Donald Zagoria of Hunter College discussed "The Sino-Soviet Dispute" in the Soviet Foreign Policy Block on 8 February. He traced relations from alliance in the 1950s, to confrontation by the 1960s, to currently a form of detente marked by a more normal state-to-state relationship that Zagoria anticipates will persist. The crucial issue is China's basic orientation, expected to continue to be favorable to the West with encouragement from the U.S. and Japan. China seems convinced that the West poses less of a security threat than the Soviet Union and offers greater advantages in trade, credits, and technology access.

25X1

25X1



**Page Denied**

Next 1 Page(s) In Document Denied



9 February 1988

MEMORANDUM FOR: Director of Training and Education

STAT

FROM:

[redacted]

Acting Director, Center for the Study of  
Intelligence

SUBJECT: Weekly Report/CSI

STAT

STAT  
STAT

AD/CSI travelled to NSA on 2 February 1988 to meet with [redacted] deputy director of NSA training; [redacted] Dean, Department of Cryptologic Management, National Cryptologic School; [redacted] division chief; and [redacted] course manager for NSA's CY 500 and CY 600 courses. We discussed the content and administration of the CIA day at Headquarters in both courses. The meeting was cordial and frank. It was clear that we have many of the same problems endemic to training operations and this session helped to confirm both our intent to provide the NSA groups with a schedule that meets their needs and our desire to continue hosting these sessions.

Bill Baker, Director of Public Affairs, hosted the Brookings luncheon on 5 February 1988. The group, as usual, was kindly disposed toward the Agency and its operations which made for a frank and cordial question and answer session following the briefing.

On 9 February 1988, eighteen members of the USIA junior officer trainee class were briefed on the role of the CIA, emphasizing particularly our overseas responsibilities. The class was in the third week of a nine week orientation program prior to departure for overseas posts.

STAT

[redacted]

CONFIDENTIAL

9 February 1988

MEMORANDUM FOR: Director of Training and Education

25X1 FROM: [redacted] Acting Chief, Leadership Development Division  
Office of Training and Education

25X1 SUBJECT: LDD Weekly Report [redacted]

25X1 1. An exceptionally outstanding running of Managing in CIA was held  
25X1 1-3 February for 20 GS-10 and under supervisors. The overall course  
25X1 evaluation of 4.85 was among the highest ever received and the oral and  
25X1 written comments of the students indicated they received some fundamental  
25X1 learnings about management from the program. In part this was due to the  
25X1 contribution of Manager-in Residence [redacted] Chief of the Operational  
25X1 Support Group in IMS. More than any other manager who has sat in on Managing  
25X1 so far, [redacted] had a feel for the classroom and was able to establish a  
25X1 natural rapport with students. Another contributing factor was the  
25X1 outstanding job done by [redacted] as course chairman and [redacted]  
25X1 [redacted] as instructors. [redacted]

25X1 2. [redacted] met with [redacted] the division  
25X1 chief-level head of the Employee Assistance Program in OMS. They discussed  
25X1 issues relating to informing managers of EAP services and ways to establish  
25X1 closer cooperation between MTB and EAP. [redacted]

25X1 3. [redacted] met with MTB contractor [redacted]  
25X1 to discuss an MTB skills and team building workshop. [redacted] made  
25X1 various suggestions about how such a workshop can be held most effectively.  
25X1 MTB is looking for a time slot in its busy schedule when such a workshop can  
25X1 be held--probably in late March or April. [redacted]

25X1 4. Four instructors completed the Looking Glass Inc. instructor workshop  
25X1 on 5 February. The workshop, the last day of which was cancelled by snow in  
25X1 January, is an essential part of ensuring that Looking Glass continues to  
25X1 challenge our best managers. It was conducted by [redacted] assisted by  
25X1 LGI Program Chairman [redacted]

25X1 5. [redacted] *two OTE instructors* of *SACTD* *conducted* collaborated on a half  
25X1 day workshop for Office of Personnel managers and secretaries on  
25X1 boss-secretary relations. The students included OP Director Ted Price. The  
25X1 reactions from the students ~~was~~ *was* excellent. [redacted]

*SACTD report*  
*25X1.0 in*

CONFIDENTIAL

CONFIDENTIAL

25X1 SUBJECT: LDD Weekly Report [ ]

25X1 6. [ ] this week is teaching in the Federal Executive Institute executive seminar course at Charlottesville. His involvement was arranged as a result of his visit to FEI last Fall. His participation is part of the effort to promote closer cooperation between LDD/MTB/EDS and FEI and to gain a greater understanding of FEI programs. [ ]

25X1 7. Twenty Agency employees attended a particularly well received 5 February running of the Electives for Managers course, Stress Management. There were only two "no-shows" this running. Thirty-one originally registered for the course, but there were nine cancellations. The students rated this course 4.6. The rating for instructor effectiveness was a particularly high 4.8--testimony to the effectiveness of PDI contractor Susan [ ] The student comments were very positive. There were a number of comments such as, "This is one of the best courses available" and "I thought it was the best Elective I have taken to date". One manager felt "that this course should be available to all levels of Agency personnel and done as early in their career as possible, and included in the basic Agency Orientation". [ ]

25X1 8. [ ] will conduct a Managing Change workshop for 20 NPIC managers [ ] for the NPIC Managers Course on 12 February. [ ]

25X1 9. [ ] will serve as an assessor and feedback giver for the Executive Seminar on 22 and 24 February 1988 [ ]

25X1 10. On 10 February, [ ] will attend the Professional Managers' Association (PMA Board meeting, and on 19 February she will attend a PMA sponsored luncheon to hear Rep. Frank Wolfe (R.-VA.) discuss legislative issues affecting federal employees. [ ]

25X1 11. [ ] traveled to Morganton, North Carolina on 4 February 1988 to meet with John S. Flood, Associate Director of the North Carolina Outward Bound School, and Carrie Mozena, Associate Program Director. The group traveled to and toured the Table Rock base camp in the mountain wilderness of the Southern Appalachians. Course content and administrative arrangements for the 1 - 7 May course for SIS officers were finalized. Office of Logistics Procurement and Security have not completed the contractual arrangements with the North Carolina School for the OTE, OTS, and OSP courses. [ ]

CONFIDENTIAL

CONFIDENTIAL

25X1 SUBJECT: LDD Weekly Report

25X1 12. The distribution of the Executive Development Program "Training  
25X1 Notes for Executives" was delayed due to an unusual number of errors in the  
25X1 printing of the quarterly publication. EDS continues to have great  
difficulty in obtaining quality printing in a timely manner.



CONFIDENTIAL