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8 April 1988

MEMORANDUM FOR: Deputy Director of Training and Education

25X1 FROM:

[Redacted Name]

Deputy Director of Training and Education for Curriculum

SUBJECT:

DDC Area Events (4-15 April 1988)

Where We Are

25X1 [Redacted Content]

2. The Television Production Section found itself racing through the halls of a number of buildings as it:

- joined with the Audiovisual Section and the Visual Aids Section to conduct a Media Workshop for a number of training assistants and instructors; and
- started the location shooting of the "TEAMS" videotape.

3. The Visual Aids Section went back to school this week as three of its staff received on-site Genographics instruction.

4. The Audiovisual Section has been working at a brisk pace as it:

- videotaped a Soviet Realities program presentation entitled "Understanding How Soviets Think;"
- continued to install new video projection units in OTE classrooms; and

25X1 [Redacted Content]

25X1 [Redacted Content]

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25X1 5. [redacted] conducted the first of a two-part series on "Constructing and Validating Proficiency Tests" for ISTD instructors.

25X1 7. C/CTD and I had a productive session with folks at headquarters on the design of an Agency history course. A memo will follow.

25X1 9. Three of four CI subgroup memos came in by 8 April. We are still tracking the S&T tape.

Where We Are Going

10. Most of the Television Production Staff will be out on location shooting for both the "DA Orientation" and the TEAMS videotape. Two of its members will be at a conference sponsored by the National Association of Broadcasters. This annual conference introduces new video production equipment and techniques.

11. OTE is continuing to support Agency INF inspectors. CIB is teaching debriefing skills (two one-day classes) and LTD is beginning Russian language training, afternoon or evening classes, at Headquarters, Reston, and the Chamber of Commerce. (See draft memo attached for details.)

12. Unless you say otherwise, I will represent OTE at a 14 April meeting of deputy office directors on the DA ADP strategy

25X1 13. [redacted] and I will continue to butt heads with Arlington County over the satellite dish this week.

25X1 14. [redacted] and I will meet with [redacted] on 15 April.

25X1 Attachment

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7 April 1988

MEMORANDUM FOR: Deputy Director for Administration

25X1 FROM:

[redacted]
Director of Training and Education

SUBJECT: Weekly Report

* 1. Office of Training and Education (OTE) Language Training Division (LTD) officers hosted the Agency's first Translation Forum Conference on 29 March. Over sixty attendees from all Agency directorates and the National Security Agency heard speakers cover computerized Soviet military term bank; machine translation developments; interpretation challenges at the Reagan-Gorbachev summits; and problems in editing Russian translations. Based on the conference's success, a future session to explore training needs for Agency translators is planned.

25X1 2. On 1 April OTE conducted the pilot running of the "Effective Meetings" course. [redacted]

25X1 3. An instructor in OTE's Administrative Systems Training Branch conducted the first running of a one-day Decentralized Disbursing Officer's Workshop for 12 Office of Finance careerists. This workshop, to be required for all cash custodians, will be offered two or three times a year.

[redacted]

[redacted]

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5 April 1988

MEMORANDUM FOR: Director of Training and Education

25X1 FROM: [REDACTED]

Chief, Leadership Development Division
Office of Training and Education

25X1 SUBJECT: LDD Weekly Report [REDACTED]

1. On 28-30 March, MTB ran its fifth Leading People in CIA of 1988, this one for 21 GS 7-10 supervisors mostly from the DA. The program ran extremely well with the students giving it an evaluation of 4.85 out of 5--about the best we get. [REDACTED] chaired assisted by George [REDACTED] and contractor Ann Casey Bryant. [REDACTED] Chief of the Operations Support Branch, Office of Logistics served as manager-in-the-classroom. She provided commentary throughout the course and made an excellent presentation on the "view from above"--how managers can operate more effectively in an organization. Her down-to-earth, practical style and the fact that she had risen up from the ranks made her a particularly effective match with the GS-10 and below managers. This was [REDACTED] first shot as an MTB course chairman; she did an outstanding job. [REDACTED]

2. [REDACTED] from CBT met with two representatives from the management training section of McGraw Hill to review a CBT program on management training derived from the McGraw Hill "Management" series for managers of professionals. In a word, the program proved boring; it did little more than reading a book and answering questions would do. [REDACTED] attended a McGraw Hill presentation of the classroom version from the "Management" series. It was on motivation. She was impressed by the presenter and the video segments employed but did not think it would fit into any existing programs. It is possible that a packaged segment like this could form the core of an elective on motivation, one of the two most frequently asked for Electives for Managers currently not offered. [REDACTED]

3. On 22 March, [REDACTED]-Senior TA for LDD--visited the Virginia Union University Spring Career Fair in Richmond, VA as part of an Agency-wide recruiting effort. The visit was arranged by the [REDACTED] through O/EEO. [REDACTED] and members of [REDACTED] met with about 25 students and talked to them about the Agency Minority Undergraduate Studies Program and the Student Trainee Program. Seven seniors, carrying a GPA of 3.0 or better and with majors in Business Administration or Political Science, filled out applications for one of the two programs. [REDACTED]

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25X1 . SUBJECT: LDD Weekly Report [redacted]

4. In other MTB activities:

25X1 [redacted]

25X1 [redacted] arrived from SACTD. [redacted] returned from maternity leave; she will work in a WAE status due to child care problems. [redacted]

25X1 - [redacted] 4-8 April, is attending the program of management training organized by OIT. On initial glance, the syllabus looked more like a generic management training program than a component specific program. [redacted] who will be running the program when he returns to OIT in early June, will have a fuller report when he returns. [redacted]

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25X1 5. Arrangements are firming up for the May running of the CEO Colloquium. On 29 March 1988, [redacted] traveled to New York City to set up a May 17 & 18 CEO Colloquium. Visits to two Fortune 500 companies have top priority: General Electric Corporation--John F. Welch, Chairman; and United Technologies--Robert Daniell, Chairman. Xerox Corporation is an alternate. Each company has already expressed interest in hosting the group; the only step remaining is to confirm the May dates. [redacted] will also arrange a working dinner (at the Princeton Club, NYC) for the evening of 17 May with the Chairman/CEO of one of the following companies: Manufacturers Hanover Corporation; American Express; or Shearson Lehman Hutton. The plans are for fifteen Agency executives to fly to Laguardia on 17 May, spend the night in the City and then travel to Connecticut the morning of 18 May; they leave the evening of 18 May from Hartford, CT for the return trip to Washington. [redacted]

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(Handwritten note: hold for next week)

✓ 6. ~~Members of~~ Midcareer Course #104 departed on Monday, 4 April 1988 for Albuquerque, New Mexico following four weeks of intensive classroom presentations and exercises. ~~On their field trip, the class~~ will visit the Sandia Corporation, Lovelace Medical Center, the City of Albuquerque Government, and Kirkland Air Force Base. The purpose of the trip is to enable MCC students to contrast how private sector and other government agencies handle some of the same administrative and managerial problems faced inside the CIA. [redacted]

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7. Requests for the Outward Bound course are running at an all time high. In addition to the four OTE sponsored programs, eight others are being arranged for individual offices. On March 31, the twelve primary participants and three alternates for the next North Carolina Outward

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25X1 . SUBJECT: LDD Weekly Report [redacted]

Bound Course (1 - 7 May 1988) received a half-day orientation briefing from Carrie Mozena (Outward Bound Program Director). The twelve participants come from the following offices: NIESO-one, ICS-one, DS&T-two, DI-one, DO-one, DA-six. Their grades are as follows: one SIS-03, five SIS-02s, three SIS-01s, three selected GS-15s. The group leaves on Saturday, 30 April for Morganton, North Carolina and return to Washington on 7 May. [redacted]

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8. The second one-day Executive Wellness Seminar was held on 31 March 1988. Sixteen participants attended out of the twenty-six enrolled. [redacted] D/OMS opened the seminar with some brief remarks followed by Dr. [redacted] C/ Clinical Division, the driving force behind the Seminar. [redacted] each presented modules of instruction in the seminar. The evaluations were enthusiastic about the day's proceedings. The next seminar is scheduled for 30 June. [redacted]

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9. Pre-course letters go out this week for the 68th running of Leadership Styles and Behavior (LS&B)--the flagship course of the newly instituted "Working with People" program. Scheduled for 18-22 April 1988, this will be the first running of LS&B since June 1986. During this almost two year hiatus, LDD reviewed the design and content of the course as well as updating the classroom materials. Senior Training Officers have nominated 30 students and 10 alternates according to established quotas. Grades range from GS-07 to GS-14. [redacted]



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5 April 1988

MEMORANDUM FOR: Director of Training and Education

25X1 FROM:

[Redacted Name]

Chief, Secretarial, Administrative, and
Communications Training Division

SUBJECT: Weekly Report

25X1 [Large Redacted Block]

25X1 2. Instructors in the Administrative Systems Training Branch conducted two special runnings of the Finance Introduction, Resources, and Systems Training Course (FIRST) for 49 Office of Finance careerists. The course was designed to familiarize new employees in OF with the Agency's accounting methods and to provide them with an orientation of the OF career service. The students for these two runnings had been with OF from six months to two years. Now that FIRST--which is component training--has been designed and piloted, the Chief of ASTB has asked OF to name its own course director. [Redacted]

25X1 3. The Communication Training Branch conducted a three-day component-specific briefing and presentation techniques course for Office of Logistics employees. [Redacted]

25X1 4. The Secretarial Training Branch is presenting a dedicated running of Proofreading Techniques [Redacted] on 7 April. [Redacted]

1 April 1988

MEMORANDUM FOR: Deputy Director of Training and Education

FROM:

[redacted] Deputy Director of Training and Education for Curriculum

SUBJECT: DDC Area Events (28 March - 8 April 1988)

Where We Are

if not the, get more info for later when it begins.

1. In response to a DCI Staff request for language training [redacted] LTD will be offering evening classes for technical teams and several weekend immersions for conversation.

2. DDC and C/PEDS attended the first meeting of the Working Group on CI training for all Agency employees. (The results are presented in a separate memo to you.)

3. As in February, more than 600 people used the Headquarters Learning Center in March.

4. The Television Production Section had a week full of planning sessions as it:

-- met with Ms. Barbara Newberry of Micrographix, and [redacted] C/ISTD, to discuss the purchase of a desk top publishing system that would be compatible with OTE graphic resources; and

-- met with members of OIT to discuss aspects of the videotape production "DA Orientation."

5. The Audiovisual Section was kept busy with a number of chores as it:

-- videotaped another session of speakers addressing INF inspectors at the Headquarters building;

-- conducted a complete audiovisual equipment inventory [redacted]

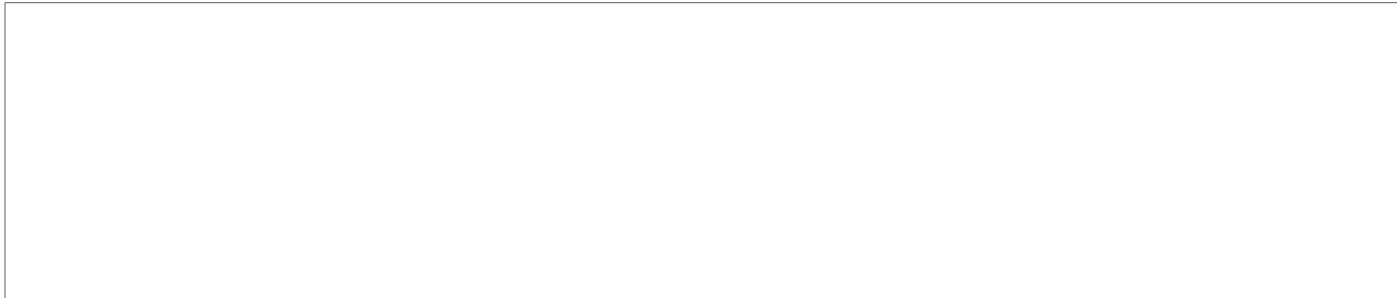
6. [redacted] has brought CBTG's operation up to date in several areas where there was a backlog due to our lack of a Training Assistant for nearly two months. The WANG database containing student status information is now current, all student handbooks requested have been sent out, and all students

[redacted]

SUBJECT: DDC Area Events (28 March - 8 April 1988)

who requested access to CBT courses now have it. This past week, class rosters were forwarded to TSD to award credit to fifteen students who had completed AIM, NOMAD, SAS, and REXX courses. The process of deleting students who are not using the material is well along; this week thirty letters were generated for AIM course students notifying them that they will be deleted if they do not use the course within two weeks. Similar letters will be sent out for the other courses over the coming weeks.

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Where We Are Going

8. The ELECTAS review group will examine the third and final unit of the "What is ELECTAS?" course on 6 April. Assuming that there are no major changes (as has been the case in the past) this whole course segment will be available on Phoenix by the end of April, since [redacted] has already virtually completed the coding. In addition to being a credit to [redacted] talents, the speed of development and customer satisfaction on this project demonstrate the "coming of age" of CBTG's development methodology and show the importance of a professional programmer on the CBTG development team. (It is worth noting that Randy has developed a code entry technique that speeds this aspect of the work not just incrementally but by a factor.)

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9. The Television Production Section will be conducting a number of meetings with other DA components (OS and OMS) to plan for the videotaping of the "DA Orientation" program. The videotape on TSD's "TEAMS" system will be shot 6-8 April.

10. C/MPB, AC/CSI, and I will meet to brainstorm ^{the} Agency tape for PAO on 5 April.

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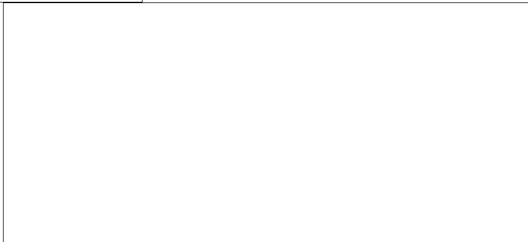
11. [redacted] and I (and a cast of thousands) will discuss an Agency history course on 6 April.

12. The STOs turn into a working group on 7 April.

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13. I plan to lunch with C/LTD and [redacted] next Friday.

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Administration Division Weekly
28 March - 1 April 1988

Conferencing

Scheduled a three-day conference for DDO/AF in May (requested by DDO).

Space

Requirements were submitted to NHBO for Learning Center and projection classrooms in the North Tower with anticipated occupancy of October 1988.

Miscellaneous

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Supported OTE Awards Ceremony on 28 March. 28 people received awards. Presentations made by D/OTE.

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and C/AD secretary attended seminar "The Take-Charge Assistant" on 29 March.

C/B&F announced her retirement from the Agency effective 2 May.

Prepared handout on student parking for courses held in CofC.

Prepared documentation for DC/AD to have approving authority in absence of EXO and C/AD.

Budget and Finance

DC/B&F attended meeting with DD/Financial Operations on 28 March to discuss improvements to Financial Handbook. Follow-up meeting to take place in April to discuss draft.

DC/B&F met with OC-A course director to discuss the final OC-A accountings and what assistance the B&F could be to WOTD for the next running.

Disbursed funds to 25 students in the Mid-Career course.

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Security

Worked security clearances for the "Translation Forum" held on Tuesday, 29 March, and for the first week of "Soviet Realities."

Attended the Area Security Officer Meeting on 30 March at [redacted]

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Personnel

On 28 March, C/PB met with [redacted] C/ODB/OP, to have the STI, SRI and STB placed on the OTE Staffing Complement as well as to have other minor changes made.

The Personnel Branch attended training on 30 March for PERPUB which accesses an index of personnel-related regulatory issuances.

DC/PB attended a planning session with LTD management and participated in the briefing for LTD hands on panel/promotion procedures.

[redacted]

Panel Support:

- Continued preparation for the IS and the GS-15 Annual Panels.
- Liz served as advisor to the OTE TA Panel.

Check-outs:

Title

Office

Grade

Date

[redacted]

Logistics

New bicycles for Fitness Room received. They will be unpacked and placed into operation within the coming week.

Updated replacement copier received in CT Division. CT's older copier is being relocated to the 3rd floor (LTD). We will have copiers on floors 2-10. P&PD has been asked to replace the older copier on the 4th floor.

Larger house air conditioning units received and installed in LTD's Star Room. Hopefully this will help the heat problem in the area.

Returned a Wang Stand Alone System to the Defense Language Institute (DLI). This system was funded by DLI in 1983 as part of a joint language program.

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4 April 1988

MEMORANDUM FOR: Director of Training and Education

25X1 FROM: [REDACTED]

Acting Director, Center for the Study of
Intelligence

SUBJECT: Weekly Report/CSI

Responses to and inquiries about the OTE/CSI symposium, "Superpower and Superstate: The United States, Japan and High Technology for the 21st Century," are still coming in six months after the event. Wayne S. Kiyosaki, symposium coordinator, has received requests for some 100 copies of the conference report, which has been released to National Technical Information Services (NTIS) for sale and further distribution. The monograph, "Japanese High Tech Information: A Beckoning Market," is being sold and distributed by NTIS at \$35.00 per copy. The largest single request was for 35 copies from Westinghouse Corporation. Other recent inquiries have come from the Brookhaven National Laboratory, the Electrical Engineering Department of the University of Maryland, the Foreign Science and Technology Center and the Office of Naval Research. [REDACTED]

25X1 On 29 March 1988, [REDACTED] of DDI/CRES stopped in at CSI to report on the receptiveness of CRES branch chiefs to a CSI-sponsored seminar for users and producers of SIGINT. This was in response to an earlier visit to CRES by AD/CSI to solicit their interest in such a gathering. [REDACTED] said that while his branch chiefs felt that there was a real need for some kind of SIGINT conference involving both CIA and NSA, they preferred to handle this themselves, for relatively small groups, on a geographic basis. He thanked AD/CSI for OTE's ideas and offer of help. [REDACTED]

25X1 On 1 April 1988, 15 members of the Federal Executive Institute's National Security Policy Seminar visited CIA for an afternoon of briefings. This represents a return to their previous policy of including a day at CIA in the curriculum for the Seminar. The group was briefed on the Soviet Union by Bob Blackwell, NIO for the Soviet Union and by DDI Richar Kerr on the Agency's role in the foreign affairs process. The FEI Seminar coordinator and students indicated that they were well satisfied with the afternoon's activities. [REDACTED]

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MEMORANDUM FOR: Director of Training & Education

FROM:

[Redacted]

Chief, Information Systems Training Division

SUBJECT:

Weekly Report Item

1. The Applications Development Institute courses continued to meet with success during this quarter. Nine seminars were presented with an average audience of 18 students. Seventeen seminars are planned for the third quarter. Among the more popular courses are Fundamentals of Information Processing, Discovering the Benefits of Project Management, and How to be an Effective User. Additional courses scheduled in the next quarter are Database Management Planning and Administration, Introduction to Desktop Publishing and Introduction to Artificial Intelligence. We have also acquired a number of video tapes that complement the ADI seminars. We are carefully evaluating the substance of the seminars, relevance of the topic, style of presentation, and student evaluations for repeat offerings in FY 1989. We could present approximately 60 ADI seminars next year with topics of interest to users, and managers.

[Redacted]

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