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5 May 1988

MEMORANDUM FOR: Deputy Director for Administration

FROM: [redacted]
Director of Training and Education

SUBJECT: Weekly Report

[redacted]

3. [redacted] Chairman of the Board of the Washington Post Company, has agreed to appear as a Guest Speaker in the Auditorium on Wednesday, 16 November 1988. [redacted]

4. The "CIA and The Congress" seminar was held part-time 15 - 21 April 1988. The opening session, given by staff of Congressional Quarterly at their headquarters in Washington, again proved to be an excellent introduction to how Congress works. David Arrington, Special Assistant to the President for Legislative Affairs, Thomas Latimer, HPSCI Staff Director, and Senator David Boren, SSCI Chairman, were three of the standout speakers who met with the group. [redacted]

5. OTE's Soviet Realities Institute ran a specially tailored Soviet Military Policy and Programs block for NPIC [redacted] on 26-28 April. Speakers included Stephen Meyer from MIT ("Soviet Military Doctrine and Strategy"), [redacted] from DIA ("Soviet Policies for Power Projection"), [redacted] Assistant NIO for Science and Technology ("The Soviet Military Acquisition Process"), and [redacted] from SOVA ("Soviet Military Organization and Decisionmaking"). Fifty students from seven components of NPIC were enrolled. [redacted]

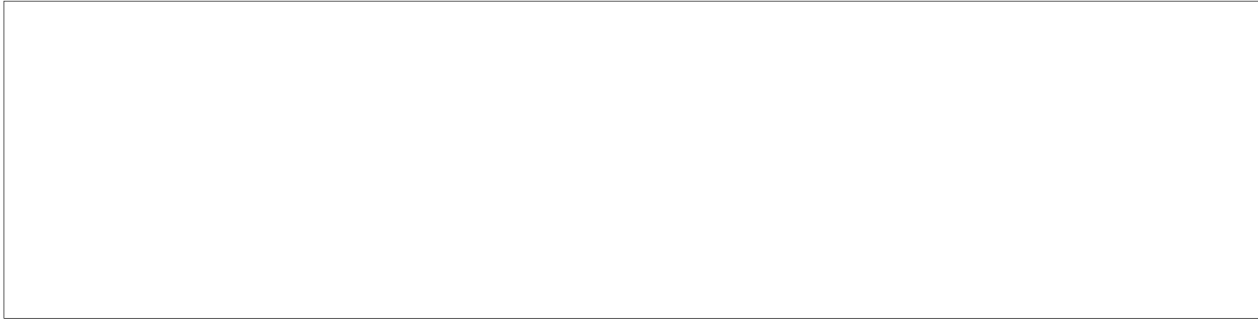
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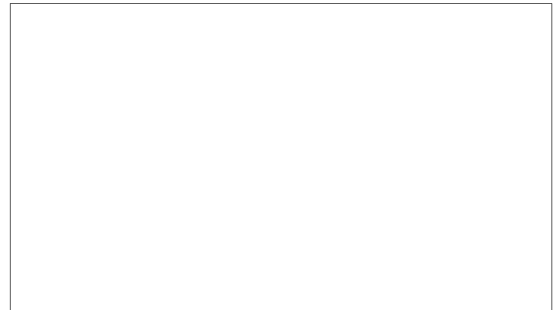
SUBJECT: Weekly Report

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7. On 22 April, OTE's Washington Operations Training Division orchestrated another meeting of inter-agency representatives concerned with family matters. Twenty-two representatives from the Army, Navy, Marine Corps, Defense Intelligence Agency, Office of the Secretary of Defense, Department of State and the CIA attended. Relocation trends and services for relocating families in the private sector were discussed by Mr. Brian Moran, chairman of premier relocation specialists, Moran, Stahl and Boyer, Inc. 

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3 May 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. The "CIA and The Congress" seminar was held part-time 15-21 April 1988. The opening session, given by staff of Congressional Quarterly at their headquarters in Washington, again proved to be an excellent introduction to how Congress works. David Addington, Special Assistant to the President for Legislative Affairs, ~~met with the group on 18 April. He commented on the DDCI's article in Foreign Affairs, stating that he did not agree with it and wished it had not been written.~~ Thomas Latimer, HPSCI Staff Director, ~~made a similar comment.~~ By coincidence, ~~we met with HPSCI the same morning the DCI had a breakfast meeting with them.~~ Latimer later commented that this was the first opportunity HPSCI members had had a chance to meet with Judge Webster. He further added that Webster had done something the Senate wouldn't do and that was to make Bob Gates the DDCI. [redacted]

25X1

~~and~~ Senator David Boren, SSCI Chairman, ~~spent one hour and twenty minutes with the group on 20 April. A staffer pulled him away from the meeting with only four minutes remaining before a required roll call vote.~~ Chairman Boren stressed the necessity of mutual trust between the Agency and the Committee in order for both to do their jobs. He sees the SSCI as an invaluable buffer between the Agency and the rest of the Senate and is proud of the consensus on intelligence issues he has maintained on the Committee. The meeting continued in the Hart Senate Office Building dining room with a working lunch with the SSCI Staff Director and senior staff members. [redacted]

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[redacted]

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SUBJECT: LDD Weekly Report (C)

25X1 2. On Monday, 25 April, [] along with a representative from the Office of Global Issues and a representative from the Office of Equal Employment Opportunity, traveled to Airlie to meet with Dr. Murdock Head, founder of Airlie Foundation. The visit included a tour of conference facilities on the over 2,000 acres occupied by Airlie including the Airlie House Conference Complex, the International House and the Manor House. The Airlie Foundation, in cooperation with the George Washington University, plans to offer an expanded program in health education for managers and executives. The focus will be on those aspects of human behavior which relate to the process of physical and mental well being including motivation, nutrition, exercise and behavioral change. It appears to be a combination of Outward Bound, the Levenson Leadership Seminar, and the EDS Executive Wellness seminar. [] will convey his thoughts on the proposed program to OMS. []

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25X1 4. [] participated in the 28-29 April 1988 conference for senior managers of the Supply Division/OL at Port Deposit, Md. and gave an evening presentation on "Managing Change". The group finalized the first major reorganization of the Office of Logistics in thirty years. At least two follow-up sessions with lower-level supervisors and employees on "Organizational Change and Management of Stress" will be requested in the near future. The changes will affect more than 200 employees in the Supply Division. []

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25X1 5. [] will attend the Groves Conference at New Orleans from 4-8 May 1988. The conference consists of elected members who are interdisciplinary researchers. []

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25X1 SUBJECT: LDD Weekly Report [redacted]

25X1 6. Positive Power and Influence (PPI) was run 27-29 April by LDD/MTB's
25X1 Electives for Managers program with eighteen students attending. Students
25X1 gave the course an overall rating of 4.6 with 4.8 approval rating for
instructor effectiveness. [redacted] as part of her PPI certification
process, acted as one of three instructors. [redacted]
[redacted] from MTB also attended as part of the certification process as well.

25X1 Remarks by students were very positive about the course in general and the
instructors in particular. Most wanted it to be longer and/or be held
off-site with evening sessions. In response to this type of request MTB is
tentatively scheduling an off-site running for the summer of 1989. [redacted]

25X1 7. The Program for Creative Management ran 24-29 April for 18 students.
Although the formal evaluations have not been received yet, initial
indications are that it was a very good run. Last minute work by Program
25X1 Director [redacted] overcame the problem of some late cancellations;
25X1 alternates were found. [redacted] co-chaired the program with contractor
25X1 [redacted] did a number of segments. [redacted]

25X1 8. MTB instructor [redacted] met with Office of Security personnel to
discuss future Performance Appraisal Workshops for OS. The office is
undertaking a considerable overhaul of its PAR, panel and ranking procedures
and, over the next few months, is interested in running all of its supervisors
through a workshop which will explain them. Peter and OS discussed the
possibility of OTE modifying the design of the PAR workshop to fit OS needs,
conducting some workshops and training OS personnel in how to conduct others.
If we can work out procedures for this, it would be an excellent way to meet a
component's training needs. It would combine efficient use of resources, good
instructional design and component relevance. OS will be forwarding a formal
25X1 proposal for OTE review. [redacted]

25X1 9. [redacted] served as an instructor in a special running of the
Office of Technical Service's three-day counseling and management workshop.
25X1 The course, [redacted] was initially organized by [redacted] in
25X1 the spring of 1987 while she was at OTE. It combines elements present in
"Leading People in CIA" and "Counseling Skills" with material of specific
25X1 relevance to OTS. [redacted] who is now on rotation to OTS on their Career
25X1 Management Staff, has run two versions the program utilizing OTE personnel. [redacted]



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[Redacted]

25X1

3 May 1988

MEMORANDUM FOR: Deputy Director for Administration

25X1

FROM: [Redacted]
Acting Chief, Intelligence Training Division

25X1

SUBJECT: IT Weekly Report [Redacted]

OTE's spell-out

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1. SRI ran a specially tailored Soviet Military Policy and Programs block for NPIC [Redacted] on 26-28 April. Speakers included Stephen Meyer from MIT ("Soviet Military Doctrine and Strategy"), [Redacted] from DIA ("Soviet Policies for Power Projection"), [Redacted] Assistant NIO for Science and Technology ("The Soviet Military Acquisition Process"), and [Redacted] from SOVA ("Soviet Military Organization and Decisionmaking"). Fifty students from seven components of NPIC were enrolled. ~~Course director was~~ [Redacted]

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2. On 26 April, Dr. Blair Ruble of the Social Science Research Council addressed the Soviet Economy Block on "Labor: The Work Force and the Human Factor". Ruble noted that Soviet society is no longer a static institution, and that significant changes in recent years have accelerated a long-term pattern of fragmentation and differentiation so as to render invalid any sense of simple class structure in Marxist terms. Among the changes have been the massive increase of women in the professions and higher skilled positions, and important population shifts to the south and east. [Redacted]

[Large Redacted Area]

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[Redacted]

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3 May 1988

MEMORANDUM FOR: Director of Training and Education

STAT FROM:

[Redacted]

Chief, Secretarial, Administrative, and
Communications Training Division

SUBJECT: Weekly Report

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[Redacted]

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2. [Redacted] met with representatives of the Educational Testing Service in Princeton on Monday, 2 May, to discuss several items pertaining to the validity study for the Writing Assessment Program.

STAT

[Redacted]

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vid - This came in last week late - after we had done report!

26 April 1988

MEMORANDUM FOR: Director of Training and Education

FROM:

[Redacted]

Director, Center for the Study of Intelligence

SUBJECT: Weekly Report/CSI

1. Mrs. Katharine Graham, Chairman of the Board of the Washington Post Company, has agreed to appear as a Guest Speaker in the Auditorium on Wednesday, 16 November 1988. ~~The exact focus of her talk will be determined later.~~ [Redacted]

2. Forty-five members of the National Security Agency CY600 Program (Senior Cryptographic Course) visited Headquarters on 20 April 1988 for a day of briefings. Speakers from DO, DI, and DS&T addressed the group, which also toured the Signal Analysis Center and the CIA Operations Center. Since NSA had expressed some concern over the content of past CIA orientations, the CSI Conference Coordinator worked closely with the NSA course director to ensure that the program met their needs. At the end of the day, the NSA course director expressed his complete satisfaction with the program, saying it was the best we've presented to this group in the past nine years! [Redacted]

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[Redacted]

3 May 1988

MEMORANDUM FOR: Director of Training and Education

FROM:
Director, Center for the Study of
Intelligence

SUBJECT: Weekly Report/CSI

The Center's new Director is in place and beginning to find his way around. A warm word of thanks to for the excellent job she did--in difficult circumstances--as Acting Director.

The Director, CSI, and the Editor of Studies in Intelligence visited former DCI Helms in his D.C. office on 2 May to show him the page proofs for his review of Archie Roosevelt's book. We also offered him a copy of the Studies winter issue, which contains Red White's reminiscences about the DCIs he served. Bending the letter of the regulations a bit, we left the issue with Mr. Helms when he told us that he has active clearances from both Navy and State. We are looking for ways to maintain the contact with the thought that we may want to ask Mr. Helms to give a presentation at some point in the CIA history course.

On 29 April we hosted an unusually large group (about 50 people) from the Brookings Seminar. The ADDS&T led the Agency contingent. The questions were tactful and general; one businessman asked how he and his colleagues can help the Agency.

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~~SECRET~~The Week in Review

2. CBTG essentially closed shop in early week to attend the local CBT conference. While the quality of the substantive presentations at the conference was not consistent, we came away with some good information, much of which is from the vendors. Perhaps the most interesting and potentially useful to OTE will be an interactive video curriculum on Instructor Training being done by Spectrum for IBM. This course should be available in early 1989; more will follow on this in Peter's trip report.

3. The Headquarters Learning Center has a variety of travel/area studies videos (list attached) and is previewing others from National Geographic and AAA with Center customers.

25X1 4. Self-study materials for the [] Learning Center have been ordered and will be ready for shipping on 15 May.

25X1 5. C/PEDS, [] and I met with [] (DI/CRES) to identify training trainer requirements for a new system for analysts that will be available in November, 1988. Staff in ISTD and PEDS have agreed to conduct the training in short segments throughout the Summer. John went on from this meeting to invite C/CBTG to critique the CBT that has been created to inform DI analysts of the capabilities of new collection systems.

6. The DDC met on 28 April with a DI group studying ways to improve the position of minorities. OTE will likely have a continuing role in this process. (More follows in a separate memo.)

7. Visual Aids Section:

- 25X1 -- worked to complete graphic support material for the [] learning center and the OTE Television Guide; and
- completed numerous flipcharts composed on the Genigraphics system and printed on lightweight photographic paper.

8. The Television Section split in half to:

- 25X1 -- edit the new James Bostain video on "How to Talk to a Foreigner" at [] studio; and
- edit the Soviet Realities Institute video "Soviet Nationalities Problems" at the DI TV studio.

9. Audiovisual Section did a good deal of videotaping this week as it recorded fourteen hours of lectures for the Soviet Realities Institute.

Where We Are Going

25X1 10. [] will conduct the OTE Trainer Workshop on 3-5 May for nine new instructors, two of whom are from the Office of Communications. The Visual Aids, Audiovisual, and Television Sections will be conducting instructional segments in this workshop.

25X1 []

12. LTD has asked for audiovisual support for total immersion programs at four separate locations in the coming weeks. This sort of requirement for off-site taping is becoming much more common. We need to begin looking for ways to staff another circuit-rider position.

25X1 13. As part of preparing for [] Trainers Workshop in August, C/PEDS
25X1 and [] will be [] the week of 9 May to attend segments of several operations courses.

14. I have my second STO working group meeting next week. We hope to produce an agenda for the TO meeting.

Heads Up

15. You have a suggested agenda for the Training Steering Group meeting (delivered 26 May).

25X1 Attachment []

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CONFIDENTIALAdministration Division Weekly
25 - 29 April 1988Conferencing

25X1 Scheduled DS&T Management Conference in October [redacted]

25X1 Forwarded requirements for first language immersion to be conducted 2-15 May in newly renovated [redacted] facility; Farsi students will be the first occupants.

25X1 Worked with [redacted] on preliminary planning for Air Force University Conference for 27-29 June.

Space

25X1 DC/AD met with architects working the relocation [redacted] residents to South and East Buildings to answer organizational and functional questions.

DC/AD attended 28 April ILSP meeting and received an updated briefing on NHB schedule. OTE computer classrooms and GPU 2nd floor classroom should be completed by 25 October, and Learning Center and two other classrooms on 4th floor are scheduled for completion by 17 November.

Miscellaneous

25X1 AD personnel organized a delightful retirement breakfast for [redacted] honoring her 37 years of Agency service.

SO attended "Improving Your Work Skills" on 29 April.

C/AD attended meeting of Secure Conferencing Committee on 28 April at Hqs.

Executive Secretary, TSB, checked with LDD, O/DIR, and Admin on placement of 280Ts. Marked 10th floor blueprints with locations for OTE ADP Coordinator.

Training Selection Board

Notified STOs that the space reserved in the Young Executives Program, co-sponsored by the Aspen Institute and The Fund for Corporate Initiatives (FCI), had been withdrawn by FCI.

Sent memo to STOs requesting nominations for OPM's Senior Executive Service Fellows Program - a newly established program by the Director of OPM.

Prepared letter to the Atlantic Council for Chairman, TSB's signature informing the Council that the Agency did not have any nominees for the Fellow Program during AY 88/89.

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Budget and Finance

On 27 April, C/B&F attended a briefing with C/WOJD, C/Admin, D/OTE regarding shortfall in WOJD resources for FY 88.

25X1

[redacted] OF Independent Contractor, will be working in the Branch three days a week for approximately six weeks.

Security

25X1

Attended the Area Security Officers meeting [redacted] on 25 April.

25X1

[redacted]

Awaiting response from Lee Alder, Dominion Management, re permanent locking of loading dock doors, etc.

Personnel

DC/PB briefed airport employees on the OTE promotion/panel process. Employees were also given an opportunity to review their Personal Benefits Statements. Future briefings will be arranged for Central Cover Staff and OTE/QMO.

DC/PB, along with LTD representatives, briefed DD/OTE on an LTD SAS case.

Liz put two Co-ops in process for ISTD; they will be interviewed when they are in town for their polygraphs and medicals.

25X1

On 27 April, [redacted] Personnel, visited OTE/PB to discuss the panel system/procedures.

Panel Support:

- Continued preparation for the GS-12 Semi-Annual, GS-11 LIP Semi-Annual, and the GS-11 Semi-Annual Panels.
- Started preparation for the GS-10 LIP Semi-Annual review.

25X1

Check-outs:

<u>Title</u>	<u>Office</u>	<u>Grade</u>	<u>Date</u>	
Instructor	DDC/PEDS	GS-13	04/29/88	Resign
ForLangInstr	LTD	GS-12	04/29/88	Retire

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Logistics

Federal Food and Drug Administration Inspector conducted an inspection of 7th floor snack bar on 29 April; it was given a rating of 94/100.

GSA will complete installation of roof air conditioner compressor on 2 May.

Set up Room 236 for LTD retirement ceremony.

Made priority trip to deliver material for POQM Course.

25X1

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3 May 1988

MEMORANDUM FOR: Director of Training and Education

STAT FROM:

[redacted]
Chief, Information Systems Training Division

SUBJECT: ISTD Weekly - 4/27/88 - 5/3/88

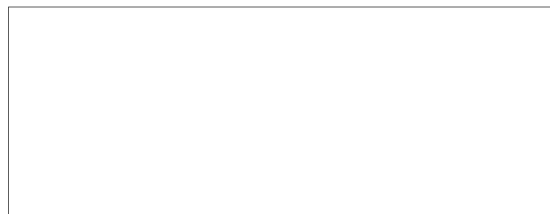
CAMS

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STAT 1. ISTD welcomes [redacted] who becomes the Senior CAMS Instructor. [redacted] is on rotation from the COMIREX staff where she has worked with the CAMS system on an operational basis for a number of years.

2. On 2-3 May, ISTD presented the first standard running of the CAMS Management Overview course. This course provides intelligence community managers with the capabilities of the CAMS system and permits them to make some limited use of the system.

ADI

STAT 1. The second running of the Project Management course runs this week. This is the only ADI course that involves extensive hands-on use of computer equipment. Students are trained in general concepts of Project Management as well as the use of a specific tool, TimeLine.



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3 May 1988

MEMORANDUM FOR: Director of Training and Education

FROM: [redacted]
Chief, Language Training Division

SUBJECT: Language Training Division Weekly Report

1. Slavic & Germanic Branch Section Chief [redacted] and Russian instructor [redacted] have organized Russian language training at the beginning to intermediate level [redacted]. The training will last from 19 April to 16 June 1988. Except for one LTD instructor [redacted] classes are being taught by FBIS advanced speakers of Russian. A total of 29 students have enrolled. [redacted]

2. On 28 April 1988, C/EUR/CCT observed the DO/EUR Turkish language students during part of a mini-immersion. He was impressed with the students' communicative and translation skills. Turkish instructor [redacted] was in charge of the exercise. [redacted]

3. LTD is conducting a Japanese Survival Course for seven support personnel and spouses, 2 - 27 May 1988. [redacted]

[redacted]

5. On 28 April 1988, LTD Germanic-Scandinavian Section Chief [redacted] met with the Chair of the German Department at Georgetown University to discuss the one-day German cultural workshop which she will conduct at LTD on 17 May 1988. Also discussed was the possibility of initiating a cooperative internship program between Georgetown and OTE/LTD so that we can build a pool of Independent Contractor German instructors. These would be used to satisfy short-term language instruction requirements. [redacted]

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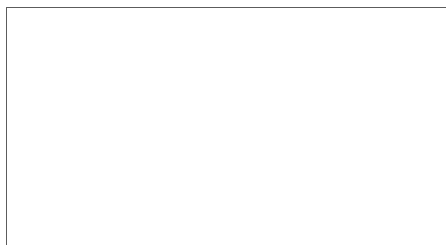
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SUBJECT: Language Training Division Weekly Report

25X1 6. Chief, CBT, LTD [redacted] attended the Sixth Annual CBT Conference sponsored by Weingarten Publishing, 25-27 April 1988, in Washington, D.C. One of the highlights of the conference was a presentation by Philips, which may revolutionize the whole CBT industry: a compact disc the size of CD music discs, containing 16 tracks of audio, 7,000 video images, 300,000 typed pages, graphics, and programming code for interactivity. A portable player and a multistandard monitor could mean that, in the future, students could take discs home with them to receive interactive video instruction. The product is not completed for marketing, nor is it clear how much full motion video can be stored, or how much code, but the concept is exciting and potentially revolutionizing. [redacted]

25X1 7. There were 26 reading proficiency tests and 28 oral proficiency tests during the past week.



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