

29 June 1988

MEMORANDUM FOR: Deputy Director for Administration

FROM: [redacted]
Director of Training and Education

SUBJECT: Weekly Report

* 1. The first Current Issues Seminar offered by the Office of Training and Education's (OTE) Executive Development Program was held on 22 June 1988. The subject was The Impact of the INF Treaty on Intelligence. [redacted]

2. A team of college professors from the American Council of Education reviewed OTE's two-week Contract Process Course (CPC) and one-week Industrial Contract Course (ICC) for recommendation of college credit. These courses, designed and delivered by Agency officers, are the first for which OTE has requested college credit. The CPC received a recommendation of six semester hours at the graduate level in Business Administration, Public Administration, Logistics, or Material Management. The ICC received a recommendation of three semester hours at the graduate level in the same areas. [redacted]

4. On 24 June, the Interagency Language Roundtable (ILR) met at the FBI's J. Edgar Hoover Building. OTE's Chief of Language Testing, Tom [redacted] was confirmed as incoming Chairman of the Testing Committee. [redacted]

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28 June 1988

MEMORANDUM FOR: Director of Training and Education

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

SUBJECT: LDD Weekly Report [redacted]

* 1. The first Current Issues Seminar offered by the Executive Development Program was held ^{OTE's} ~~in the DCI Conference Room at 1700 hours~~ on 22 June 1988. The subject was The Impact of the INF Treaty on Intelligence. This seminar was unusual in that it was by personal invitation only as recommended by the four Deputy Directors and the Executive Director. Of the original 34 invited, 23 of 24 who accepted the invitation attended. [redacted]

2. A second offering of the Executive Development Program Critical Issues Seminar: Counterintelligence has been scheduled for 11 July, 1600-1800 hours, in the DCI Conference Room. The original session, scheduled for 13 July in the DDA Conference Room, had a waiting list of over 60 executives. [redacted] arranged with [redacted] CIA Counterintelligence Center, for an additional offering, and thirty executives were selected from the waiting list for the 11 July session. Thirty-three officers remain on the waiting list and [redacted] has tentatively agreed to do another running in September. [redacted]

3. The Hurricane Island Outward Bound Course arranged by EDS for NPIC was held 18 - 25 June 1988 in Rockland, Maine. All twelve participants--the maximum number for one group--described their experience very favorably. The two Hurricane Island instructors were also praised enthusiastically. Comments like "really learned a lot", "best course I have ever taken", "everyone regardless of grade or age should have the experience", "left a lot to think about on how I will apply the experience at work and in my personal life", "will have a lasting impact on my work", were typical. [redacted]

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25X1 SUBJECT: LDD Weekly Report [redacted]

25X1 4. During the Levinson Leadership Seminar held [redacted] 5 - 10 June
 25X1 1988, Dr. Levinson had the opportunity to visit the [redacted] Library. He was
 25X1 surprised to learn that none of his books or the twice monthly Levinson
 25X1 Letter were in the library. He has offered to provide a set of books and
 EDS will send copies of the The Levinson Letter to the [redacted] Library. [redacted]

25X1 5. The last running of the "Negotiate to Win" course (15, 16 June)
 was taught by a new contract instructor from the Cooper Management
 25X1 Institute, [redacted] as the
 regular course instructor at the request of the Office of Security. Even
 with a new instructor, the course did not drop in quality as the students
 rated it an overall 4.5 (on a 1 to 5 scale) and gave Paul a 4.5 for
 effectiveness. These numbers are consistent with the marks earned by Mr.
 25X1 [redacted] in previous runnings of the course. The next class, scheduled for
 25X1 27, 28 July, is already filled and there are over 60 people in the queue.
 [redacted]

25X1 6. [redacted] were busy last week helping man
 the LDD booth at the Training Officers conference on 20 June to answer
 questions about the courses in the "Working With People" program, and to
 show the commercials OTE has prepared for the Headquarters TV grid. He
 also attended the OTE Management Conference on 23 and 24 June and gave a
 brief overview of how far the program has come since its inception in
 September 1987. By the end of FY-88 the program will have completed 20
 25X1 courses/49 classroom days for 525 students at a total cost of \$97,000
 (\$185 per student). [redacted]

25X1 The two also conducted training for the Camp Kubark participants at
 Xerox Training Center on 20 and 21 June. [redacted] conducted a
 half-day session on interpersonal skills using mini-lectures and
 exercises to get across techniques of effective listening, conflict
 resolution, and the importance of using group resources. Robert
 facilitated a discussion designed to explore their expectations and
 preconceptions of the Agency. The "Kubarkers" were vocal, energetic, and
 25X1 really got into the exercises; [redacted]
 25X1 [redacted]

25X1 7. LDD managers met with [redacted] architects on 22
 June to discuss the division's space requirements for 1990. It was a
 good exchange with key questions from both sides of the table. As a
 result however, we did not complete the agenda and have scheduled another
 25X1 meeting for July 6. [redacted]

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25X1 SUBJECT: LDD Weekly Report [redacted]

12. The 15 -17 June running of LPCIA for GS 11 - 14 supervisors lacked the sparkly often associated with this course. The group was considerably less responsive than the norm, and the training staff was unable to get the class out of its lethargy. This was not due to lack of effort, however, as the staff put in its usual long hours and extra effort. The class rated the course an overall 4.3 on a 1 - 5 scale. Guest managers [redacted] of OTS and [redacted] of OSWR added a useful touch of realism and in-the-trenches insight to the proceedings.

25X1

25X1 [redacted]

13. On 20 - 22 June, MTB ran its third LPCIA of the year for GS 7 - 10 supervisors. The twenty students gave the course an overall rating of 4.1 out of 5. [redacted] chaired assisted by [redacted] [redacted] The manager-in-residence was [redacted] Chief of the Operations Support Branch in the Officer of Logistics. In addition to the usual "fireside chat," [redacted] presented the segment on Coaching and Developing you People which was well received due to her practical suggestions.

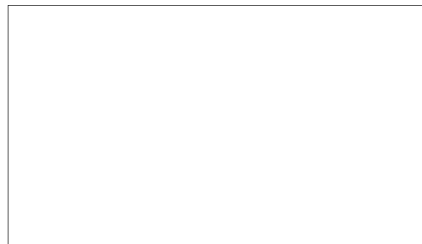
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25X1 [redacted]

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28 June 1988

MEMORANDUM FOR: Director of Training and Education

25X1 FROM: [REDACTED]

Acting Chief, Intelligence Training Division

25X1 SUBJECT:

IT Weekly Report [REDACTED]

25X1 1. On 21 June, [REDACTED] of SOVA addressed the last session of the Soviet Economy Block on "Soviet Defense Spending." He outlined the pros and cons of the two basic approaches, dollar-term and ruble-term estimates. After noting some of the controversy over the years concerning these estimates, Derk offered the basis for our confidence. He declared that at least up to a couple of years ago, ruble-term estimates were accurate within 10 percent. Derk illustrated the difficulties in assessing Soviet defense spending with a discussion of the various explanations for the relatively flat line in Soviet procurement spending between 1974 and 1984. [REDACTED]

25X1 2. Thirteen students participated in the most recent running of the Seminar on Intelligence Analysis from 15-24 June, including four State Department analysts, two from INR and two from Counterintelligence Staff. The mix of backgrounds fed a lively and worthwhile exchange of ideas. Students were enthusiastic about the value of the course, and State Department participants expressed an interest in being included in future ATB courses. [REDACTED]

25X1 3. ~~On 23 June, [REDACTED], PETS, [REDACTED]~~
~~[REDACTED] STI, hosted a team of college professors from the American~~
~~Council of Education to review the two-week Contract Process Course (CPC)~~
~~and one-week Industrial Contract Course (ICC) for recommendation of~~
~~college credit for those students who successfully complete the course.~~
~~These courses, designed and delivered by Agency officers, are the first~~
~~for which OTE has requested college credit. The CPC received a~~
~~recommendation of six semester hours at the graduate level in Business~~
~~Administration, Public Administration, Logistics, or Material~~
~~Management. The ICC received a recommendation of three semester hours at~~
~~the graduate level in the same areas. These high recommendations reflect~~
~~the efficiency and accelerated learning that is designed into the course~~
~~and the amount of material that instructors are able to deliver by~~
~~holding the courses [REDACTED]. A similar four week course offered by the~~
~~Army Logistics Management College has received a recommendation of two~~
~~semester hours graduate-level credit.~~ [REDACTED]

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25X1 SUBJECT: IT Weekly Report

25X1 4. attended the Armed Forces Communications and Electronics Association at the D.C. Convention Center. Approximately 500 firms exhibited their products or services at the exposition. Of special interest was a panel on potential applications of emerging technologies. One of the panelists, Michael S. Pliner, President of Verity, Inc., described a data processing system for periodical literature that appears to duplicate OSWR's Pinnacle Program. The Pinnacle project officer was contacted and was not aware of the Verity project.

25X1 5. Frank Calabrese of the Science and Technology Institute conducted the Managerial Power Course for 22 S&T students, mostly branch chiefs at Harpers Ferry, West Virginia from 22-24 June. Dr. George Peabody of the Associates for Creative Leadership presented the course, which included intensive experiential learning of the fundamentals of responsible managerial power. The students felt that the course was a worthwhile experience for both managers and non-managers.

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28 June 1988

MEMORANDUM FOR: Director of Training and Education
FROM: Chief, Language Training Division
SUBJECT: Weekly Highlights for 20-24 June 1988

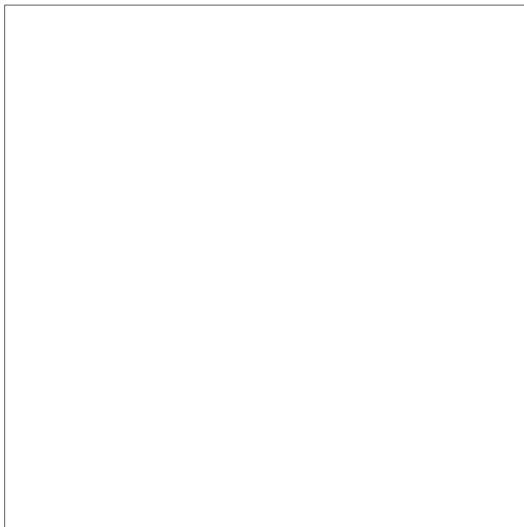
OTE's Language

1. On 24 June, the Interagency Language Roundtable (ILR) met at the FBI's J. Edgar Hoover Building. LTD Chief of Testing [redacted] was confirmed as incoming chairman of the Testing Committee, and the DREAM Committee decided to organize a pedagogic fair during the coming year to exhibit teaching materials developed by ILR members [redacted]

2. On 24 June, a six-week Spanish total immersion for 12 students ended. Course critiques were overwhelmingly positive, for which course coordinator [redacted] deserves special mention for her work in planning and organizing such a long course. [redacted]

3. During 20-24 June, French instructors conducted a total immersion, with two days at C of C and three days [redacted]. The combination of sites allowed greater use of OTE resources and exposed the students to a wider variety of accents and situations than immersion at one site would have made possible. [redacted]

4. During 20-24 June, LTD administered 66 reading proficiency tests and 68 oral proficiency tests. [redacted]



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28 June 1988

MEMORANDUM FOR: Director of Training and Education

25X1 FROM:

[Redacted]

Chief, Information Systems Training Division

SUBJECT: ISTD Weekly re 6/22-28/88

1. On 21 June, approximately 300 Agency personnel attended a presentation in the Headquarters auditorium given by Dr. Carl Hammer, a computer scientist. The title of the presentation was "Is The Government Getting Its Money's Worth From Computers?" It lasted one hour and 15 minutes, and he answered questions for 15 minutes. Dr. Hammer answered the title question with a resounding yes, and went on to explain how offices can be more effective by paying more attention to the office procedures and office structure as they interact with ADP.

2. ISTD's Computer Skills Training Branch last week completed the first of two special runnings of the PC Familiarization course for FBI personnel. The purpose of the training is to provide hands-on experience with, and general knowledge of, PCs in order to facilitate field agency discussions with contacts.

25X1 [Redacted]

25X1 [Redacted]

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20-24 June 1988Conferencing

25X1 Forwarded last-minute changes and requirements for AF University
Conference for 34 people [redacted]

25X1 Six Admin Division personnel attended management conference 23-24 June at
[redacted] and assisted in support of guest speaker's transportation and
clearance, etc.

Space

25X1 DC/AD and EXO attended an update on the [redacted] for DA
offices. The preliminary program requirements were issued with a request that
OTE respond by 15 July.

25X1 Division interviews (WOTD, DDC, and LTD) began with the [redacted]
architects. LDD has been rescheduled because of incomplete information.

Miscellaneous

DC/B&F attended training course in Philadelphia, Pa.

25X1 [redacted] attended PRIM training class 22-24 June.

C/AD Secretary attended Communications Briefing Workshop on 24 June.

Budget and Finance

25X1 [redacted] independent contractor, spent his last day with B&F on
Thursday, June 23. He will be moving on to LA/B&F.

C/B&F met with C/Admin to discuss Monthly Budget Report.

Security

25X1 On 22 June, SO spent the day with Security Staff [redacted] for orientation
and to discuss mutual concerns.

Worked with rep from Domestic Security Branch re late vault closing for
Room 1016.

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25X1

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Shelby prepared PYRAMID and PRIM report on race (black) in OTE with levels of education for CMO's assistant.

Liz worked a conflict-of-interest issue with OGC.

Panel Support

-- Continued preparation for the GS-10 semi-annual and the GS-14 annual review panels.

Check-ins:

25X1

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<u>Title</u>	<u>Office</u>	<u>Grade</u>	<u>Date</u>
Summer Only	DDC/PEDS	GS-03	06/22/88
Summer Only	LDD/EDS	GS-03	06/20/88

Check-outs:

25X1

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<u>Title</u>	<u>Office</u>	<u>Grade</u>	<u>Date</u>	
ScholarRes	O/D/CSI	GS-15	06/24/88	Intermittent

Logistics

Final architect plans for guard counter will be delivered to OL Monday 27 June. OL will forward plans to Security for approval.

Contractor for showers will deliver plans to Arlington County for permit the week of 27 June. Barring no problems construction should begin within three weeks.

Cost estimate for ground floor renovation to be delivered by 5 July 88.

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