

16 June 1988

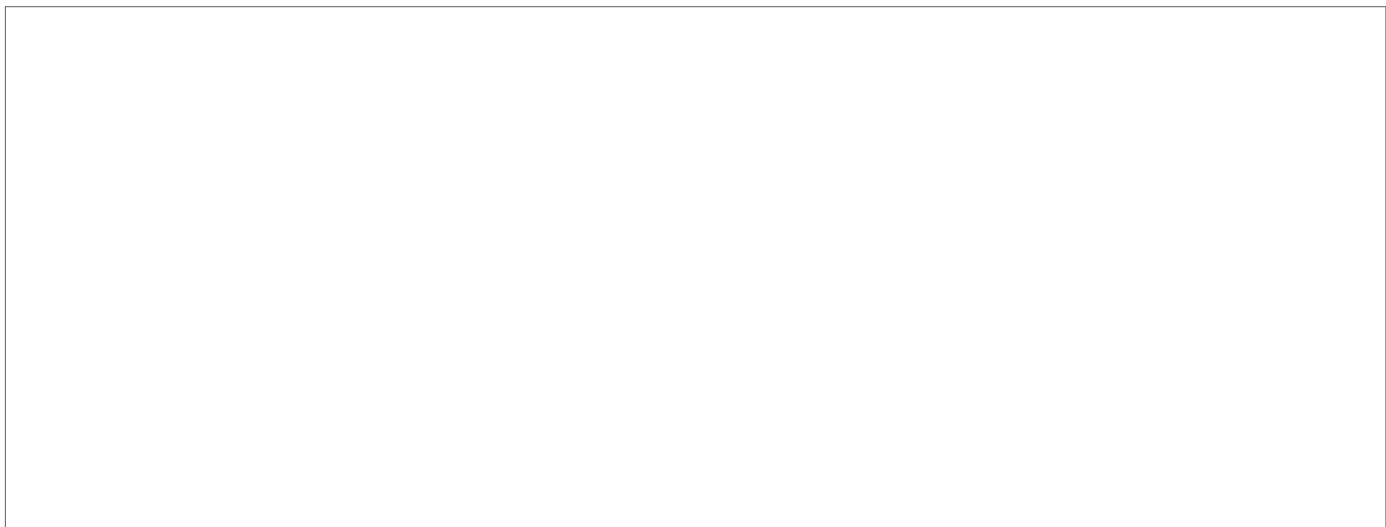
MEMORANDUM FOR: Deputy Director for Administration

FROM:
Director of Training and Education

SUBJECT: Weekly Report

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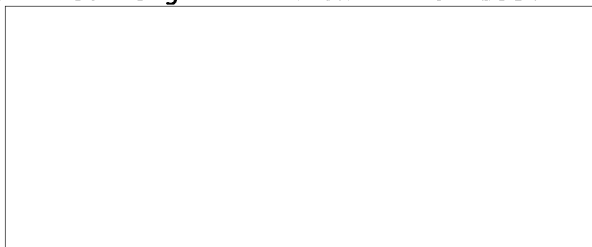


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3. On 10 June, , an OTE Management Training Officer, attended her first meeting in her new role as Coordinator, National Advisory Council of the Professional Managers Association in Washington, D.C. The Council is chaired by Jim Owens, former Deputy Commissioner of the Internal Revenue Service.

4. Harvard Kennedy School Professor Ernest May addressed the final session of OTE's Analysis Training Branch pilot mini-course on applications to intelligence analysis of Thinking in Time--the Uses of History for Decision Makers on 14 June. May, coauthor of Thinking in Time, engaged the students in a discussion on the topic of "Placing a New Administration" and addressed students' concerns about the reading. A total of 19 intelligence analysts from eight different DI offices attended the course sessions.

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14 June 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]

25X1 1. Unfortunately, [redacted] opted not to continue working part time to
produce announcements and "Training Notes for Executives" for EDS.
Responsibility for writing and editing these fliers now rests with each course
25X1 director; responsibility for sheparding them through the system to final
publication falls to [redacted] By asking the right
25X1 questions, these two EDSers discovered a much improved publishing system using
the Wang terminal which should eliminate many of the drawbacks encountered by
[redacted] and his use of the VM system. Meetings with representatives of P&PD/LOG
and OTE/DAC resulted in what appears to be a break through in the electronic
transmission of documents to ETECS. Initial results are impressive. Three
announcements sent to P&PD on 8 June were proofed--with miraculously no
errors--and returned to EDS by 10 June. Finished copies were printed and
picked up from P&PD on 14 June and mailed the same day. If we can replicate
25X1 this with the next series of seminar announcements, [redacted] leaving will be
25X1 far less traumatic than anticipated. [redacted]

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25X1 SUBJECT: LDD Weekly Report [redacted]

25X1 4. EDS arranged two runnings of the Hurricane Island Outward Bound Course for NIESO; a maximum of 24 participants are scheduled to attend. [redacted]

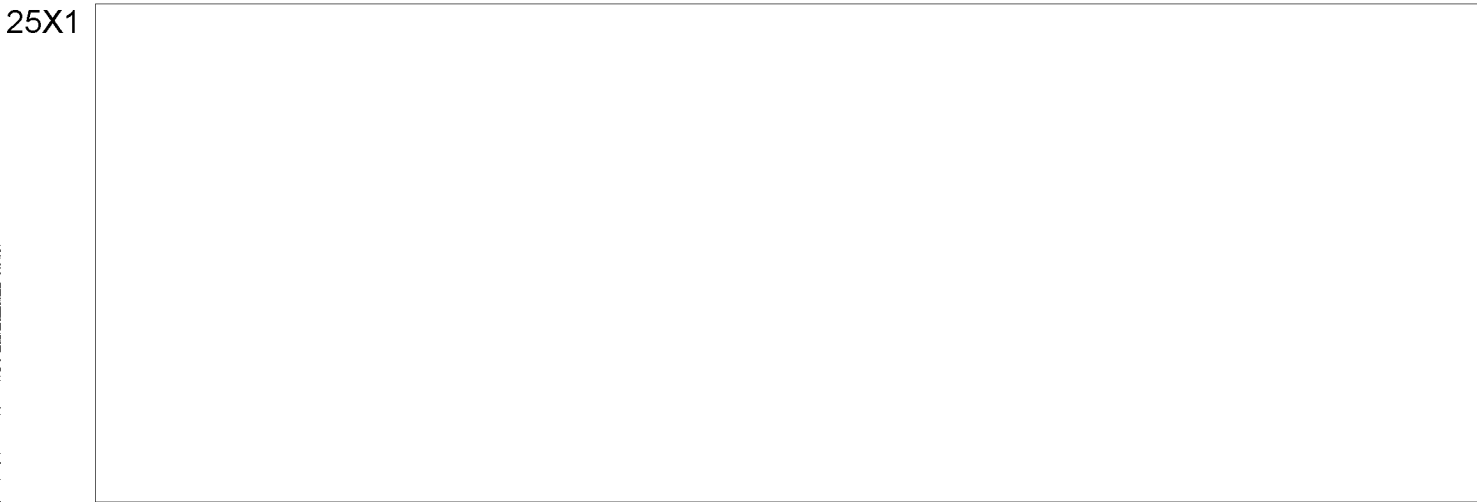
5. In support of the 15-17 June Leading in CIA, Management Training Branch used the new SCANTRON optical scanner for the first time to score the Management Skills Profiles--a management feedback instrument. Previously, we sent the tests to Minnesota for scoring by the parent company at a cost of \$110 per student.

25X1 The SCANTRON will also be used for scoring various instruments in the Program on Creative Management. (e.g., Myers Briggs Type Indicator, Leadership Decision Styles and Situational Leadership). Not only does this reduce scoring costs, it also provides more flexibility in accommodating last minute student replacements; a nice capability to have but one we don't want widely publicized. [redacted]

25X1 6. On 9 June, [redacted] consulted with [redacted] concerning economists in the Directorate of Intelligence. [redacted] provided useful information for the session which Helen will present on "Improving Your Skills: Effectively Communicating Your Ideas" to 25 managers and employees in the Economics Division of the Office of Global Issues/DI, on 14 June [redacted]

25X1 [redacted] M. *an OTE Management Training Officer*

25X1 7. On 10 June, [redacted] attended her first meeting in her new role as Coordinator, National Advisory Council of the Professional Managers Association in Washington, D.C. *The Council is chaired by* Jim Owens, former Deputy Commissioner of the Internal Revenue Service, *is the Chairman.* Other members are Claire Freeman, Assistant Secretary, Department of Defense; Michael Murphy, Deputy Commissioner of IRS; Charles Bingman, Professor, George Washington University; Ralph Benson, President of an accounting firm, Blair Childs, American Tort Reform Association, and Jerry Jackson, Vice President, GEICO. Helen Benson, President, PMA, also attended the meeting to introduce Helen as the new coordinator. [redacted] *omit*



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25X1 SUBJECT: LDD Weekly Report

25X1 9. and independent contractor, chaired the
25X1 June 5-10 running of POCM with help from instructors and John
25X1 The course ran with seventeen participants--two participants
25X1 cancelled on Friday. There were participants from each of the directorates: 5
25X1 DA, 4 DS&T, 4 DI, 3 DO, and 1 DCI. A course report will follow.

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14 June 1988

MEMORANDUM FOR: Director of Training and Education

FROM:

[Redacted]

Acting Chief, Intelligence Training Division

SUBJECT: IT Weekly Report (U)

1. On 7 June Professor Vladimir Trem1 of Duke University spoke to the Soviet Economy Block on "The 'Second Economy' -- Does Private Gain Necessarily Imply Social Loss?" Professor Trem1 has interviewed many Soviet emigres in recent years, and from this and extensive research concluded that the scale of illegal economic activities is several times greater than originally believed, possibly representing 30 percent of the total Soviet economic effort. However, Professor Trem1 believes that these activities do not have a serious corruptive influence, morally or socially, on Soviet life, nor do they have any significant political consequences. Under Gorbachev's leadership, some second economy activities are being legalized. (U)

2. The third running of the Soviet Science and Technology Block ran from 6 - 10 June. Twenty-two students were enrolled, representing 14 Agency offices and the National Security Agency. The three NSA students were the first non-Agency participants in this block. Highlights were [Redacted] presentation on "Technology Transfer" and the description of the life of a Soviet scientific worker by a Soviet emigre. (U)

3. Harvard Kennedy School Professor Ernest May addressed the final session of ~~ATB's~~ pilot mini-course on applications to intelligence analysis of Thinking in Time--the Uses of History for Decision Makers on 14 June. May, coauthor of Thinking in Time, engaged the students in a discussion on the topic of "Placing a New Administration" and addressed students' concerns about the reading. A total of 19 intelligence analysts from eight different DI offices attended the course sessions, ~~which were led by course-director [Redacted]~~ Other highlights of the course included ~~presentations by four DI analysts on how they had applied the Thinking in Time mini-methods successfully to current intelligence problems.~~ (U)

OTE's Analysis Training Branch

[Redacted]

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10 JUN 1988

MEMORANDUM FOR: Deputy Director of Training and Education

25X1 FROM:

[Redacted]

Deputy Director of Training and Education for Curriculum

25X1 SUBJECT:

DDC Area Events (6 June - 17 June 1988)

25X1 Where We Are

Don Smith

[Redacted]

[Redacted]

2. At a meeting with NAPA representative, Don Smith, DDC discussed relationships of OTE curriculum to resource identification. We are collecting information on component conducted training from STO's for NAPA report.

3. [Redacted] met with instructors in the Office of Security to identify requirements for trainers' workshops.

4. The video promotional for the OTE Fitness Room premiered to rave reviews.

5. C/CTD and DA/STO completed reviews of script for the DA Orientation.

[Redacted]

Where We Are Going

7. Saturday, 11 June, C/PEDS will be attending a meeting of the Arlington County Board to get final approval for the satellite dish here at the CoC.

8. Monday, 13 June, the DCI will be videotaped for both the Ethics and DA Orientation tapes.

[Redacted]

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10. MPB and CBTG will be preparing for the Training Officers Conference.

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Administrative Division Weekly
6 June - 10 June 1988

Conferencing

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Forwarded requirements for ExecCom [] and Officer-in-Residence
[] Conferences 16 - 17 June.

Miscellaneous

C/AD hospitalized in Fairfax Hospital for cervical disc surgery on 8 June.

DC/AD attended secure conferencing meeting on 9 June. Various alternatives were discussed for short-term and long-term solutions. By the end of June, a draft paper will be prepared for the DDA with concurrence from OTE and directorate representatives as to the options, costs benefits, security recommendations, etc.

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Logistics

Replaced chairs in ITD Conference Room and several LTD Testing Rooms.

Installed new partitions between computer rows in HQs learning center.

C/OTE/LOGS attended two-day management course "Achieving Sustained High Performance."

Space

DC/AD attended lengthy meetings 6 - 7 June with RPO architects and OTE representatives re planning for new training facility.

DC/AD attended ILSP meeting on 9 June. Each office was asked to verify all secure phones that will be required for NHB. Directorate totals will be presented to the DDA.

Budget & Finance

DC/B&F met with several Division Chiefs to discuss the May status of funds and the office requirements thru 30 September.

B&F secretary briefed several T&A clerks on proper procedures for maintaining ELECTAS certification reports.

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Personnel

On 6 June, C/PB attended the DA Personnel Officers meeting.

On 9 and 10 June, C/PB served as an Advisor to the GS-10 through GS-12 MT employee review.

On 7 June, C/PB, DC/PB and Liz attended a reception at the Ramada Inn, Tysons, for the Agency's recruiters.

DC/PB assisted TSD with acquiring information on President's Commission on Executive Exchange.

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Liz interviewed [redacted] a possible Co-op for ISTD and [redacted] a possible employee for the Media Production Branch.

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Liz went to the University of Maryland on 6 June with [redacted] and [redacted] to speak with Suzanne Mintz, Assistant Director and Coordinator of Cooperative Education at the University of Maryland. They explained that OTE is interested in students with media production backgrounds as well as students who have experience with interactive video concepts. Ms. Mintz is interested in getting some of her students involved with the CIA Co-op program and will provide interested students with Liz's number for further information. Liz would also like to arrange with WARAC to have a representative from OTE be on campus with recruiters in the fall.

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Liz is to arrange a meeting with Barbara Taylor, Director of Cooperative Education at the American University. [redacted] and Liz are hoping to speak with Ms. Taylor about getting some American University students involved with OTE's Co-Op Program. The American University has one of the largest Communications Departments in the area.

Liz spoke with Division 1 about getting some polygraph/medical appointments for some of the applicants on OTE's hold list. Two of OTE's applicants have since been given poly/med dates.

Panel Support:

C/PB advised GS-11 Panel on 6 June.

DC/PB advised GS-09 Language Instructor Panel on 7 & 8 June.

Continued preparation for the the GS-09 semi-annual and the GS-10 semi-annual review panels.

Started preparation for the GS-14 annual review.

<u>NAME</u>	<u>TITLE</u>	<u>ORG</u>	<u>DATE</u>	<u>ACTION</u>	<u>GRADE</u>
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Check-ins:

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[redacted]	Instructor	ITD/ATB	06/06/88	Rotate In	GS-14
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Check-outs:

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[redacted]	TA	CTD	06/10/88	Rotate Out	GS-08
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14 June 1988

MEMORANDUM FOR: Director of Training and Education

25X1 FROM:

[Redacted]

Chief, Career Training Division, OTE

SUBJECT:

Career Training Division Weekly Report
7 June 1988 through 14 June 1988

The Office of Security (OS) is actively seeking participants for the September 1988 Career Training Program. A notice was circulated within OS encouraging appropriate candidates to apply. Final selections will be made within several weeks. Chief, Career Training Division and Chief, Management Branch, Career Training Division are scheduled to brief the Office of Security senior staff meeting on the CT Program in mid-July.

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[Redacted]

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14 June 1988

MEMORANDUM FOR: Director of Education and Training

FROM: Chief, Language Training Division

SUBJECT: Weekly Highlights for 6-10 June 1988

25X1 1. On 13 June, Chief/LTD and Chief/Near East and Asian Languages [redacted]
25X1 [redacted] met with William Granara, the new director of the Foreign Service
25X1 Institute's Arabic school [redacted]
25X1 [redacted]

25X1 2. The Chief of Curriculum and Staff Development [redacted] and a
25X1 member of the EXITO design team [redacted] visited Scientific Systems,
Inc., on 7-8 June in Boston. The LTD representatives carried the designs of
EXITO's last two units, computer tapes of the graphics for the units, and the
25X1 corresponding videodiscs. They also reviewed how the units will be structured
for student use. [redacted]

3. A two-week French total immersion began on 6 June with seven students
and four instructors. The instructors were assigned for the first time to
individual students as counselors to provide more structured feedback on their
25X1 progress. Four guest speakers from other directorates also participated by
sharing their operational experiences in Francophone countries. [redacted]

25X1 4. During 6-10 June, LTD gave 41 reading proficiency tests and 41 oral
proficiency tests. [redacted]

25X1 [redacted]

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14 June 1988

MEMORANDUM FOR: Director of Training and Education

FROM:

[Redacted]

Director, Center for the Study of Intelligence

SUBJECT: Weekly Report/CSI

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CSI took advantage of [Redacted] presence on 14 June for another discussion of the intelligence-policymaker relationship. We brought over three DI managers, as well as [Redacted], who had run a survey of outgoing Carter administration policymakers at the time of the Reagan transition.

[Redacted]

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[Redacted] We will be mining Studies for other unclassified articles that are relevant to the Harvard program.

[Redacted]