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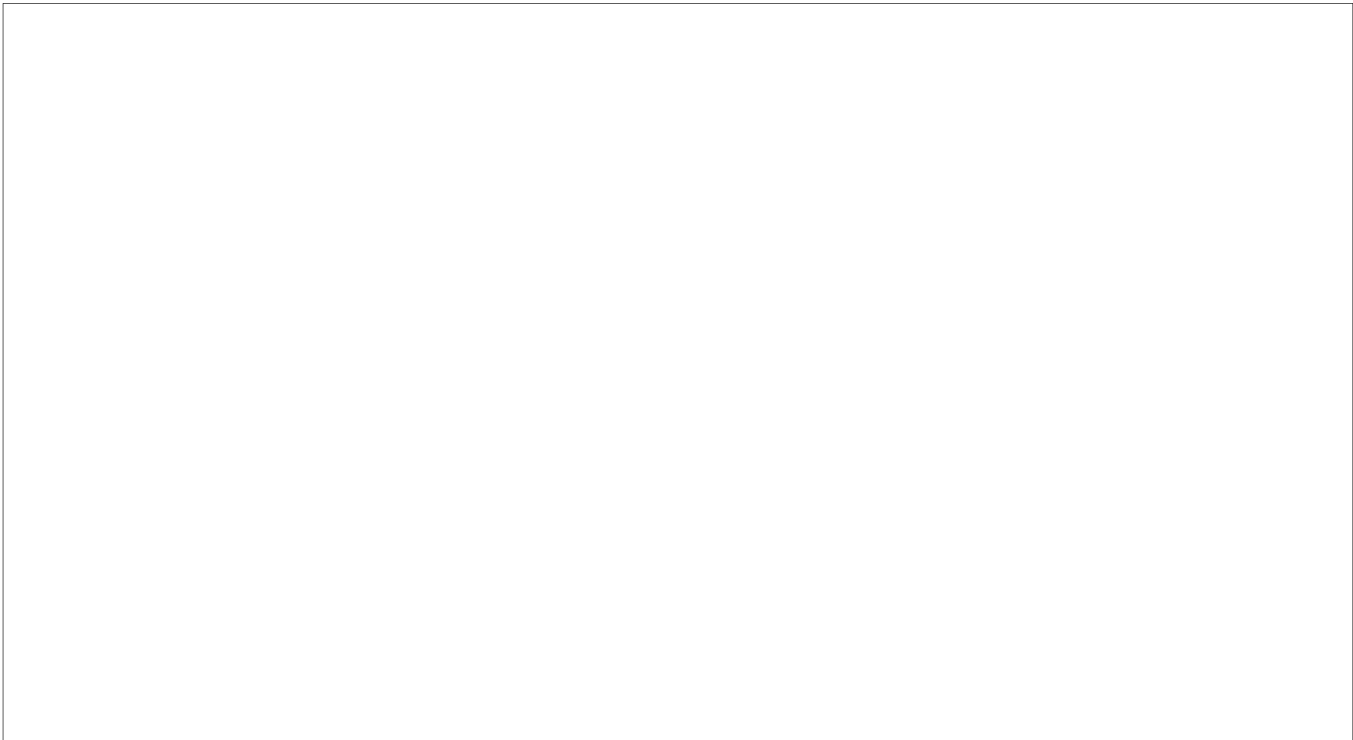
9 June 1988

MEMORANDUM FOR: Acting Deputy Director for Administration

25X1 FROM: [redacted]  
Director of Training and Education

SUBJECT: Weekly Report

25X1 1. The Office of Training and Education (OTE) Secretarial Training  
25X1 Branch assisted in the coordination of an Office of Communications  
25X1 Secretarial Conference [redacted] from  
1-3 June. Thirty-five secretaries attended [redacted]  
[redacted]. The field secretaries  
were here especially to participate in the panel discussion of overseas  
life.



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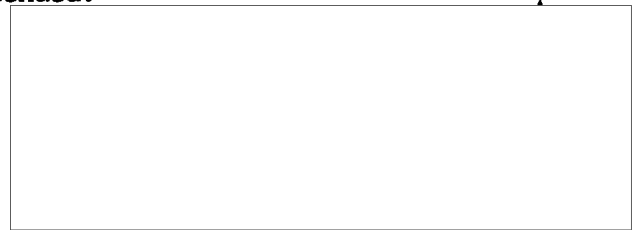
3. OTE's External Training Branch (ETB) is in the process of destroying old External Training Forms 136. So far, our summer employee has destroyed 96 large burn bags of shredded material in one week. This destruction of records was approved by the Agency Records Management Officer.

25X1



5. OTE's Near East and Asian Language Branch hosted the First Interagency Conference for Instructors of East Asian Languages 1 to 3 June at the Westpark Hotel in Rosslyn. More than 120 people from the National Security Agency, the Foreign Service Institute, the Defense Language Institute at Monterey, and the Agency attended.

25X1



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7 June 1988

MEMORANDUM FOR: Director of Training and Education

FROM: [Redacted]  
Chief, Secretarial, Administrative, and  
Communications Training Division

SUBJECT: Weekly Report

1. Fourteen of 18 participants in the spring Quickhand class passed the Agency Shorthand Qualifying test. [Redacted]

2. The Secretarial Training Branch ~~conducted~~ <sup>peristed in the coordination</sup> the Office of Communications Secretarial Conference [Redacted] from 1-3 June. Thirty-five secretaries attended [Redacted]

[Redacted] The field secretaries were here especially for the conference to participate in the panel discussion of overseas life, facilitated by [Redacted] (OTE). The Director and Deputy Director of Communications and Division Chiefs participated in an evening question-and-answer session, which was monitored by [Redacted] (OTE/STB/SACTD) spoke on Achieving Peak Performance, and Julianna [Redacted] (OTE/IT/TIB) gave an overview of the Threats of International Terrorism. [Redacted] (DA Secretarial/Clerical Coordinator) and Ruth [Redacted] (Chief, Personnel Administration, OC), together with Jacqueline [Redacted] conducted a panel discussion of secretarial issues. Liane M. Summerfield (Associate Professor, Marymount University) spoke on Physical Fitness and Nutrition--Techniques to Keep Energy at a High Level. Dr. Alan [Redacted] (Chief, Operations, OMS) spoke on The Psychology of Treason. The secretaries gave the conference high marks. They said they enjoyed the networking and panel discussion with field secretaries. [Redacted]

CSI did not have a weekly report this week

[Redacted]

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7 June 1988

MEMORANDUM FOR: Director of Training and Education

FROM:

[Redacted]

Chief, Training Support Division

SUBJECT:

Weekly Report

1. On Friday, 3 June 1988, [Redacted] briefed the MT CAREERISTS on rotational assignment to other Agency components on TEAMS--the Training and Education Automated Management System.

2. OTE is scheduled to run 56 courses with 63 runnings of these courses during the month of June.

*OTE'S*  
3. External Training Branch is in the process of destroying old Forms 136. So far, [Redacted] our summer employee, has destroyed 96 large burn bags of shredded material in one week. This destruction of records was approved by the Agency Records Management Officer.

[Redacted]

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7 June 1988

MEMORANDUM FOR: Director of Training and Education

FROM: [redacted]  
Chief, Language Training Division

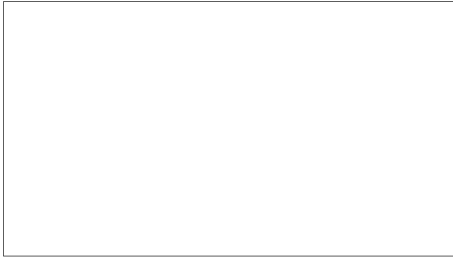
SUBJECT: Language Training Division Weekly Report

*OTE structured the*  
 1. The highly successful, ~~First~~ <sup>hosted</sup> Interagency Conference for Instructors of East Asian Languages was hosted by the (Near East and Asian Languages Branch) of LTD 1 to 3 June at the Westpark Hotel in Rosslyn. More than 120 people from the National Security Agency, the Foreign Service Institute, the Defense Language Institute at Monterey, and ~~all parts of~~ the Agency attended. Among the attendees was [redacted] who participated in the sessions for two days. Attendees valued the conference for the opportunity to exchange new techniques for improving classroom performance. Deputy Chief for Curriculum [redacted] opening speech was well-received, and participants from other agencies were impressed by the visible support of top OTE management for the conference. [redacted]

*omit*

2. Scientific Systems, Inc., which has provided much of the programming for EXITO, is experiencing problems in negotiating a licensing/purchasing agreement for MicroTICCIT equipment with the proprietor, Ford Aerospace. Eight units are on schedule for delivery by 31 September 1988, but Units 5 and 6 may not be available before 31 December 1988. [redacted]

3. LTD administered 23 reading proficiency tests and 20 oral proficiency during the week ending 3 June 1988. [redacted]



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-3 May 1988  
7 June

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

25X1

25X1

1. [Redacted] conducted a creative problem solving and team building session for IMS [Redacted] on 31 May-1 June. Fred [Redacted] who is the IMS group chief responsible for Project Dolphin --the DO's long range plan for handling information--asked that we assist him. He wanted to get the IMS officers who control the needed resources together to discuss ways to improve information handling across the board within the Directorate of Operations, explore creative approaches to the problem, and come up with a team approach to the implementation of Dolphin.

25X1

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[Redacted]

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25X1

The group spent several hours discussing what had already been done with respect to Dolphin and clearing the air of some their differences and turf issues. A feeling of cooperation and an appreciation developed of all that was needed to make Dolphin work. [Redacted] provided some training in problem definition and creative problem solving techniques and then led them through a half-day session on innovative approaches. Informal feedback suggests that this was a highly successful session and that IMS members left with a better appreciation of what each could contribute.

[Redacted] have been invited to lead another session on 28-29 June for DO customers of Project Dolphin (drawn mainly from the area divisions). At that session, the IMS managers will listen to how the customers react to the information handling proposals.

[Redacted]

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25X1 SUBJECT: LDD Weekly Report [redacted]

25X1 4. MTB ran the fourth running in CY 1988 of Looking Glass, Inc. [redacted]  
 25X1 [redacted] on 23-27 May for 20 mid-level Agency managers. They assigned the  
 program a 4.4 rating out of 5 for overall value. Several changes were  
 made in this run to improve program effectiveness. These included moving  
 the banquet to the final night of the program and having contractors  
 25X1 [redacted] revise and team teach  
 25X1 the networking and derailment sessions. This was [redacted] last  
 run as LGI Program and course director. He has prepared a more detailed  
 evaluation which will serve as a basis for more revisions in the program  
 25X1 by the new Program Director [redacted]

25X1 5. MTB's Program on Creative management (POCM) got off to a good  
 25X1 start [redacted] on Sunday 5 June. Unfortunately, only 16 students plus MTB  
 instructor [redacted] who is attending as a student, are there.  
 Two students dropped out at the last minute Friday and no alternates were  
 available to take their place. MTB will communicate this back to the  
 Senior Training officers, who have recurrently called for additional  
 runnings of the course. A full post-mortem of this will be conducted and  
 25X1 forwarded with the course report. [redacted]

25X1 6. A Management Skills Profile Workshop was held by MTB on 2 June  
 25X1 conducted by contractor [redacted] and supported by MTB Program  
 Administrator [redacted]. It received an overall evaluation of 4.1  
 (4 = "considerable value"); this evaluation was brought down by one  
 student who, even though applauding the feedback he got on his managerial  
 skills, gave the program an overall rating of "2". We will follow-up to  
 25X1 get specifics on his reaction. [redacted]

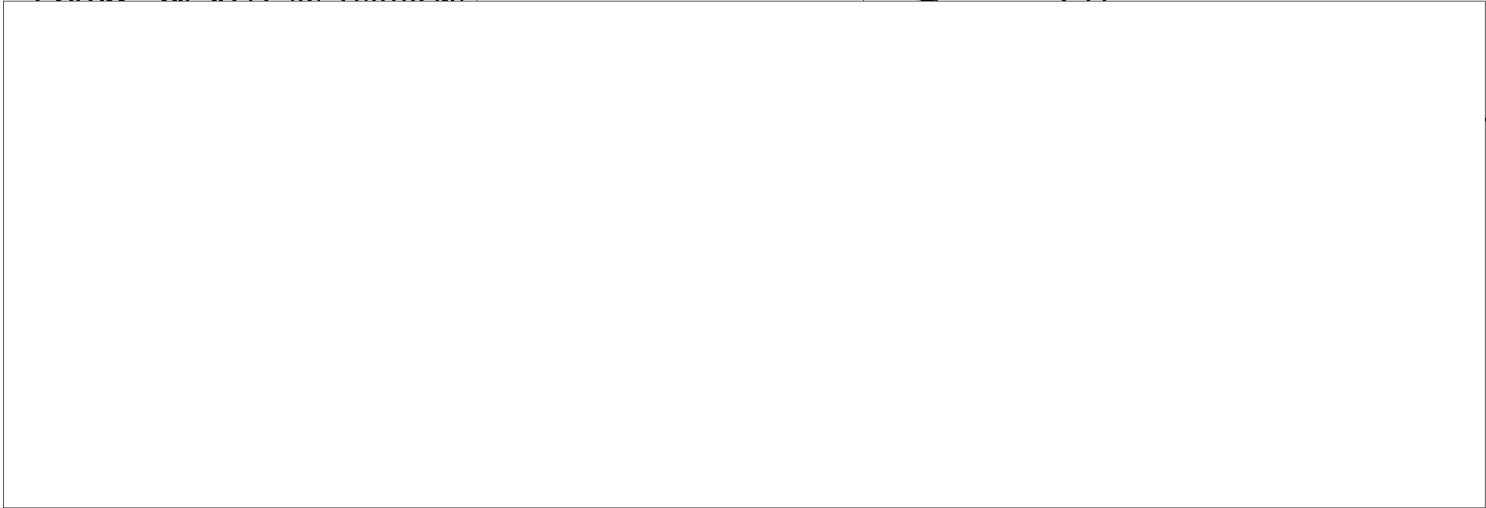
25X1 7. [redacted] met with [redacted] Chief of  
 25X1 OL/PNPD, and OL Training Officer [redacted] to discuss D/OL John Rays'  
 25X1 interest in additional management training. [redacted] will prepare a  
 separate write-up. Essentially it was agreed that:  
 --OL needs regarding getting new supervisors in Managing in CIA  
 and Leading People in CIA are being met; there are only a  
 handful of OL new supervisors in the backlog.  
 --OL will work to get as many potential supervisors in the  
 "Working with People" program as possible. If OTE cannot meet  
 the demand, it will ask OL to fund additional component specific  
 runnings.  
 --OTE will work with OL to develop a component-specific PAR  
 workshop and teach OL personnel how to conduct it.  
 25X1 OL will issue a formal mandate making management and "Working with  
 People" training mandatory for promotions. [redacted]

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25X1 SUBJECT: LDD Weekly Report [redacted]

25X1 8. The seventh running this year of "Managing in CIA" was held for  
25X1 30 managers 1-3 June. The positive reactions were on par with other  
25X1 classes. [redacted] a division chief in OIA, became the second  
25X1 manager-in-the-classroom to complete his third program run. One of the  
25X1 limitations of the current manager-in-the-classroom effort is just as a  
25X1 manager becomes comfortable in the classroom and begins to undertake a  
25X1 significant formal instructional role, his or her commitment ends. Ed  
25X1 [redacted] of ODE and [redacted] Deputy chief of the OP Recruitment  
25X1 Group, attended for their first run. The final run of "Managing in CIA"  
25X1 Program Director [redacted] was marked with suitable ceremony. He  
25X1 has participated in more than 20 runnings of the course here and in the  
25X1 field. He will be replaced [redacted]



25X1 10. Midcareer Course No. 105 is in its fifth and final week with  
25X1 field trip to Minneapolis/St. Paul, Minnesota. While there the class  
25X1 will visit the 3-M Corporation Headquarters, the Control Data  
25X1 Corporation, Carlson Companies, Inc., and the Northwest Airlines pilot  
25X1 training facility. [redacted]

25X1 [redacted]  
25X1 [redacted] On Friday, 3 June the DDCI addressed the group for  
25X1 a wrap up session at Headquarters. [redacted]

25X1 11. The Levinson Leadership Seminar began on Sunday, 5 June [redacted]  
25X1 [redacted] with a full complement of 24 senior officers  
25X1 including two SIS women. There are eleven SIS officers and 13 selected  
25X1 GS-15s in attendance. [redacted] initial observation indicates  
25X1 that this is a highly competent group of officers in senior management  
25X1 positions. [redacted]

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25X1 SUBJECT: LDD Weekly Report

25X1 Dr. Harry Levinson discussed with Roger his meeting with  on  
the Human Resource Modernization and Compensation Task Force. Dr.  
Levinson had early on predicted that the proposed system would not be  
25X1 successful because of the manner in a which the task force understood the  
project.

25X1

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**CONFIDENTIAL**Administrative Division Weekly  
31 May - 03 June 1988Conferencing

25X1 Continued to process FY 1989 course requirements [redacted] The majority of courses can be accommodated, and some preventive maintenance dates are being included.

Miscellaneous

25X1 C/AD, DC/AD, and C/Logs met with [redacted], OL Procurement to discuss OTE having authority to contract for training and the procedure to follow for FY 1989 contracts.

25X1 C/AD attended ribbon cutting ceremony [redacted]

Logistics

Received the final plans for counter and renovation of ground floor at CofC.

Space

100% drawings have been received for OTE room in South Tower/NHB. No deadline has been established for construction since occupancy will not begin until 1989.

Numerous inquiries from OIT have been received regarding requirements for Learning Center in NHB; C/PEDS has been helpful in providing answers.

Preliminary questionnaire received from RPO for strategy planning meeting on 6 June with Ellerbe architects. OTE has been selected as first office because its requirements will affect overall master plan.

Budget & Finance

DC/B&F met with AC/ITD to discuss status of funds report and IT's new expense analysis statement. IT had created an expense tracking system on the IBM PC that will provide a monthly analysis of expenses by subject class and course.

Personnel

DC/PB attended banquet and enjoyed the speaker at the closing session of the East Asian Language Conference on 2 June.

Liz sent invitations to OTE Division Chiefs inviting to the Office of Personnel's reception for the OP Recruiters on 7 June at the Tyson's Ramada Inn.

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25X1 Liz interviewed [ ] who is a possible co-op for ISTD. Not only does she look to be extremely promising as a co-op, she is also interested in doing some teaching in the computer science field. She looks like a good candidate for OTE to sponsor in the CT program as well.

Panel Support:

C/PB served as Advisor to the Senior Personnel Board on 31 May.

Continued preparation for the GS-11 semi-annual, GS-09 LIP semi-annual, the GS-09 semi-annual and the GS-10 semi-annual review panels.

Requested the SIFs for the GS-10 semi-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:

25X1 [ ]	Instr-Intel	ITD/ATB	05/31/88	Rotate In	GS-15
	Instructor	ITD/ATB	05/23/88	Rotate In	GS-13
	S-O	DDC/PEDS	06/01/88	EOD	GS-03
	S-O	O/C/TSD	06/01/88	EOD	GS-03
	S-O	WOTD/OB	06/01/88	EOD	GS-03

Check-outs:

25X1 [ ]	Comp Ass't	ISTD/IC	06/03/88	LWOP	GS-09
	TA	SACTD/STB	06/03/88	Retire	GS-07
	TA	LDD/MTB	06/03/88	LWOP	GS-07
	TA	ISTD/WPTB	06/03/88	LWOP	GS-07
	TA	SACTD/CTB	06/03/88	Reassign Out	GS-07

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3 June 1988

MEMORANDUM FOR: Deputy Director of Training and Education

25X1 FROM: [redacted]

Deputy Director of Training and Education for Curriculum

SUBJECT: DDC Area Events (31 May - 10 June 1988)

Where We Are

25X1 [redacted]

25X1 2. The Audiovisual Section spent much of the week on the road delivering equipment to Baltimore for a SACTD program, Rosslyn for the LTD Asian Language Conference, [redacted] for a special WOTD project.

3. The Visual Aids Section is being kept busy producing course covers, lettering course completion certificates, and getting close to completing a mockup CT brochure.

4. The staff of the Television Production Section did some location shooting. They:

-- completed the video for the CofC fitness room commercial; and

-- shot an enactment of the Office of Personnel's effort to recruit at job fairs and conventions for the DA ORIENTATION videotape.

25X1 [redacted]

Where We Are Going

6. I lectured to lively groups in the ACT and the ATC and gave the kickoff speech for the East Asian Language Course.

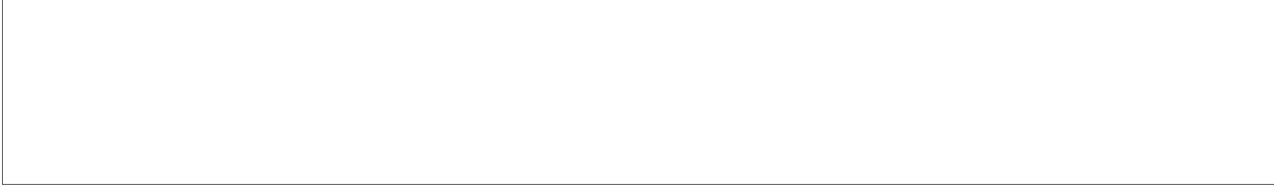
7. C/PEDS and I will meet with Mike G. and Bill C. (WOTD) to get the CI awareness course design going.

8. The Television Production Section will present a draft script of module 1 for the SACTD secretarial lab curriculum to the DDC for review on 8 June. Editing of the CofC fitness room commercial will be completed 8 June also.

25X1 [redacted]

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25X1



25X1

10. [redacted] will be in town to walk through the subject matter outlines of the two ELECTAS courses remaining to be developed: Administrative Person and Approving Official's Secretary. (What is ELECTAS?, the introductory course, is already complete, and ELECTAS for T&A Clerks is currently under development by [redacted]

25X1

and [redacted] (from the OP ELECTAS group) will participate in the meetings, which will provide [redacted] with enough information to develop a proposal for the production of these two courses. If the proposal is acceptable, we will modify [redacted] current contract to include the increased work.

25X1

25X1

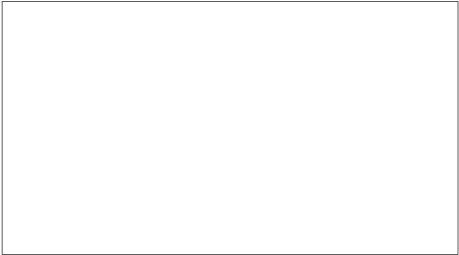
25X1

25X1

11. I will meet with [redacted] (NAPA) on 8 June.

12. The Curriculum Committee meets on 9 June.

25X1



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7 June 1988

MEMORANDUM FOR: Director of Training and Education

STAT FROM:

[Redacted]

Chief, Information Systems Training Division

SUBJECT:

ISTD Weekly - 6/1/88 - 6/7/88

On 1-2 June, ISTD's Computer Skills Training Branch (CSTB) presented a special two-day VM and AIM course for 12 SACTD and WOTD personnel

STAT [Redacted] Course content and timing were designed to provide basic training and accommodate scheduling demands. The participants indicated a high level of satisfaction with the course, and one person is already taking advanced training.

STAT [Redacted]



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7 June 1988

MEMORANDUM FOR: Director of Training and Education

25X1 FROM: [REDACTED]  
Acting Chief, Intelligence Training Division

25X1 SUBJECT: IT Weekly Report [REDACTED]

1. Professor Robert Campbell of Indiana University discussed "The Contribution of Western Technology: Acquisition, Absorption, and Diffusion" in the Soviet Economy Block on 31 May. Professor Campbell stated that the Soviet Union has gone through three waves of technology transfer from the West: the period of the Five-Year Plans after 1928, World War II, and the Seventies. Access to advanced technology, however, does not guarantee sustaining a high level of technological achievement. Other things are required: an ability to absorb and diffuse the technology throughout the economy; high levels of worker and managerial skills; proper bureaucratic procedures; and necessary transportation facilities. The Soviet Union has a poor record in achieving these skills and processes. As to what the USSR has gained from exploiting Western technology, Professor Campbell cited a study by Philip Hanson on chemical technology procured by the Soviet Union. Hanson concluded that the USSR in this instance had added about one-half of one percent to its annual rate of industrial growth. However, disadvantages may be suffered from too much dependency on foreign technology; it can result in a permanent lag of one generation in technological achievements. [REDACTED]

2. The Laser Fundamentals and Applications Course ran successfully on 31 May - 2 June. Fourteen students attended and rated the course effective and relevant to their needs. The course, presented by a contractor, provided students with a basic understanding of laser principles and uses. [REDACTED]

3. In building an information network to develop the course on Computer Integrated Manufacturing (CIM), [REDACTED] of STI met on 1 June with representatives of DOD's Product Engineering Services, who are also organizing a CIM course. DOD's course will be four days in length taught only in Falls Church by a professor from the Rochester Institute of Technology. In addition to developing a course, PES is responding to a Congressional request to produce an overview of CIM in U.S. defense industries by 15 September 1988. STI will keep in contact with PES and attempt to enroll Bill in the DOD course, scheduled after our CIM course. [REDACTED]

25X1 [REDACTED]  
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25X1 SUBJECT: IT Weekly Report [redacted]

25X1 4. On 1 - 2 June, the military analyst training team of the Topical  
25X1 Issues Branch [redacted]  
25X1 held a planning retreat [redacted]. In addition to reviewing the military  
25X1 training program as a whole, the group decided to make certain  
25X1 innovations in the September running of the four-week Military Analysis  
25X1 Course and restructured the schedule so that the new issues can be  
25X1 included without lengthening the course. [redacted]

25X1 5. The latest running of the four-week Analysis Training Course  
25X1 (ATC) ended on 3 June. Once again the mixing of new analysts (10) and  
25X1 CTs (8) worked exceptionally well. The students' performance in the  
25X1 writing exercises was a cut above that of any ATC or New Analyst Course  
25X1 in recent memory, which speaks well for the quality of new DI  
25X1 hires...and, of course, the quality of the instruction. [redacted]

25X1 6. [redacted] of the Topical Issues Branch gave a presentation on  
25X1 "Appeals of Communism to Third World Elites" at an all-day Conference on  
25X1 Marxism in Latin America and Africa sponsored by LDA on 6 June. John  
25X1 [redacted] program director for the TIB's area studies courses, also attended  
25X1 the conference. During the day he and Judy talked with LDA managers  
25X1 about a future conference to be jointly sponsored by LDA and TIB. [redacted]

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