

SECRET

2 June 1988

MEMORANDUM FOR: Deputy Director for Administration

25X1 FROM:

[redacted]

Director of Training and Education

SUBJECT: Weekly Report

* 1. The Office of Training and Education (OTE) sponsored two
25X1 runnings of a seminar A Troubled Time: The CIA 1973-1976 conducted by
scholar-in-residence [redacted] The seminar, attended by 31
Agency officers, was built around Ralph's interviews with 33 people
who held positions of responsibility in the Agency during the Church
Committee era. It also included a brief recap of the events of that
25X1 period and a series of film clips that alternated between
contemporaneous events and later reminiscences. [redacted]

2. Three OTE instructors from Secretarial Training Branch
25X1 conducted Professional Development Program II for [redacted]
25X1 [redacted] 24-27 May. The class was composed of 22 secretaries, and one
25X1 Operational Support Assistant representing DO/EUR, OTS and OC. [redacted]

3. A one-month OTE Japanese survival course for five students
ended on 27 May. It consisted of 12 individual modules on everyday
25X1 situations in Japan. Two guest speakers also shared their experiences
25X1 while living in Japan. [redacted]

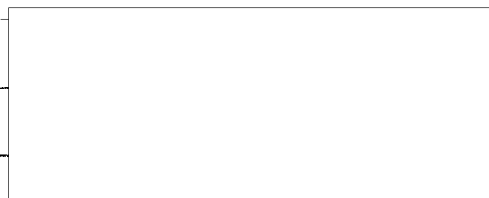
[Large redacted area]

SECRET

WEEKLY ITEM

On Tuesday, 31 May 1988 two Career Trainees resigned from the Agency for personal reasons. One, a native of California, sponsored by the DI cited cultural and geographic differences as the primary reason for his decision to return "home." The second, our first CT candidate from OMS, stated that family considerations and the high cost of living drove his decision to resign. Both expressed high regard for the Agency and the Career Training Program.

STAT



Page Denied

Next 1 Page(s) In Document Denied

CONFIDENTIALAdministration Division Weekly
23-27 May 1988Conferencing

25X1 Prepared memoranda to Deputy Directors of Agency asking for management conference dates [] for FY 1989.

Forwarded requirements for Intelligence Community Conference 5-6 June to be hosted by DCI.

25X1 C/AD and DC/AD attended a meeting [] personnel on 23 May regarding conference issues.

Space

\$64,000 was transferred to OL/FMD for fit-up of three classrooms in North Tower of NHB. Construction will be done in-house on 2P0136 (16-person classroom), and bids will be solicited from outside contractors for 4P0806/4P0804 (computer classrooms).

DC/AD attended ILSP meeting on 26 May. Construction documents are being prepared and passed to contractors for bids for Learning Center (4A012) and projection classrooms (4N25/4N29/4N31).

Miscellaneous

Supported OTE Awards Ceremony on 25 May. D/OTE presented 32 people with awards.

25X1 C/AD TDY [] on 23 and 26 May to discuss FY 1989 conferencing and to
25X1 work on graphics []

C/Registry completed an OIT Orientation Course on 26 May.

Security

25X1 Gave security briefing and had question and answer period for RLD/LTD on 26 May.

Personnel

C/PB attended the DA Personnel Officers meeting. Discussion centered around recruitment requirements (due 5/25/88), EEO statistics (due 6/1/88), and DA employees on rotation to and from the DO (due 6/6/88).

CONFIDENTIAL

CONFIDENTIAL

On 25 May, C/PB met with C/MPB/DDC to review his staffing complement and discuss possible changes to include additions and upgrades.

25X1

has been selected to work on a DA CEMLOC Task Force.

The DDA is reviewing the use of annuitants and the requests that go forward to the Executive Director asking for waivers for fees. DDA/CMS informed us that OTE's annuitants would not be affected because of our current waivers. The DDA may look at OTE's particular situation in the future.

Panel Support:

- DC/PB acted as advisor to GS-10 Language Instructor Panel.
- CMO and Bev met with C/LTD to discuss moving an LTD employee from the LIP to the regular GS-10 panel.
- Completed preparation for the GS-10 LIP semi-annual review.
- Continued preparation for the GS-11 semi-annual, GS-09 LIP semi-annual and the GS-09 semi-annual review panels.
- Requested the SIFs for the GS-09 semi-annual review.
- Started preparation for the GS-10 semi-annual review.

25X1

Check-ins:

<u>Check-ins:</u>	<u>Title</u>	<u>Office</u>	<u>Grade</u>	<u>Date</u>
<input type="text"/>	MUPPIE	LDD/EDS	GS-06	05/27/88
	Instructor	ITD/ATB	GS-13	05/23/88
	Grad Fellow	ISTD	GS-07	05/27/88

25X1

Check-outs:

<u>Check-outs:</u>	<u>Title</u>	<u>Office</u>	<u>Grade</u>	<u>Date</u>	
<input type="text"/>	Trng Off	O/C/LTD	GS-15	05/27/88	Rotate Out
	Trng Off	SACTD/ATB	GS-13	05/27/88	Rotate Out

CONFIDENTIAL

SECRET

31 May 1988

MEMORANDUM FOR: Director of Training and Education

25X1 FROM: [redacted]
Chief, Language Training Division

SUBJECT: Language Training Division Weekly Report

25X1 1. On 26 May 1988, Portuguese instructor [redacted] invited
25X1 [redacted] Chief, Brazil Branch, ALA, DI, to talk about Brazil's past and
25X1 current political and economic developments. The talk and the discussion that
25X1 followed were most favorably received by students and staff. [redacted]

25X1 2. On 20 May 1988, [redacted] NE Division case
25X1 officers talked to French and Italian instructors on cross-cultural awareness
25X1 and on the importance of training case officers in this area. [redacted]

25X1 3. On 12 May 1988, a group of LTD Supervisors and 14 instructors went to
the Naval Academy to watch a videotape of the first teleconference (via
satellite) on emerging technologies in language learning. The two-hour
teleconference unfortunately was superficial. However, the LTD visitors also
spent about two hours with Professor Bill Fletcher, chairman of the Academy's
25X1 Interactive Video Project [redacted] C/CBT received copies of their
25X1 latest videodiscs and will arrange for LTD students to use their interactive
listening comprehension materials. [redacted]

25X1 4. A one-month ^{OTE} Japanese survival course for five students ended on
25X1 27 May. ~~Designed by instructor [redacted] and assisted by two instructors~~
25X1 [redacted] It consisted of 12 individual modules on
everyday situations in Japan. Two guest speakers also shared their
experiences while living in Japan. ~~The students unanimously praised the~~
25X1 ~~curriculum and the instructors.~~ [redacted]

25X1 [redacted]

SECRET

SECRET

25X1 5. On May 25 - 28 May 1988, LTD Chief of Curriculum and Staff Development, [redacted] attended the SCOLA (Satellite Communications for Learning) Conference held at Creighton University of Omaha, Nebraska. SCOLA, a nonprofit corporation, broadcasts 8 hours of TV programs from around the world in 12 languages. By the end of 1988, SCOLA's president plans to be broadcasting 24 hours a day. LTD is considering subscribing to this service.

25X1 [redacted]

25X1 6. As part of the Russian new basic course, [redacted] (FBIS) lectured on the political ramifications of Soviet literature, film, theatre and art. The talk, which included visual and audio aids, underscored the role of culture for Gorbachov's glasnost and perestroika policies. [redacted]

25X1 7. LTD has received a working prototype of a Dutch computer-adaptive reading proficiency test from Brigham Young University that demonstrates that a computer-adaptive test on the LTD model is viable. Screen displays and optional exiting of the demonstration version still need refinement, but they will be finished by the end of the current fiscal year. Another refinement will ease field-testing of new items. [redacted]

25X1 8. After four workshops (one each at FBI and LTD and two at DLI/Monterey), reading proficiency test items are coming in steadily. The first items generally reveal a grasp of the concepts presented in the four workshops. The items will be critiqued by LTD staff and returned to the writers with guidelines on turning them into fully usable items. [redacted]

25X1 [redacted]

SECRET

31 May 1988

MEMORANDUM FOR: Director of Training and Education

STAT

FROM:
Chief, Information Systems Training Division

SUBJECT: ISTD Weekly - 5/25/88 - 5/31/88

Information Center personnel came in on Memorial Day to check out the VM system to insure that it would be running properly on Tuesday, 31 May. It was and all VM systems are functioning properly.

STAT



Page Denied

31 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 second running of the one-week Intelligence Issues and Challenges Course was concluded on 27 May following an appearance before the class by Executive Director James Taylor. Mr. Taylor spoke for about 10 minutes and answered questions for the next 75. Prior to his appearance, the class had received presentations that day on Counterterrorism [REDACTED] the START negotiations [REDACTED] and Prospects for the USSR (Larry Caldwell, Professor at Occidental College, staff member at Rand, [REDACTED]).

25X1 [REDACTED] In the class critiques, nearly all speakers during the week received high marks and the course was given extremely high ratings (on a scale of 1-7) for meeting its objectives: 6.5 in enabling senior officers to examine key issues and challenges facing the Agency; 6.7 in exposing senior officers to views on important issues from both inside and outside the Agency; and 6.1 in facilitating an exchange of views with senior officers from other offices and directorates. [REDACTED]

2. On 25 May, [REDACTED] conducted a PAR workshop for FBIS [REDACTED]. The workshop was well received by the large group (30) of students who gave it an overall 4.5. Several students indicated their appreciation for our willingness to hold the workshop [REDACTED]. DD/FBIS, was the kick-off speaker. [REDACTED]

3. At the request of the DDC/OTE, we compiled statistical data on student attendance and responses to the "Working With People" program. Since its inception in March 1988, the program (five interpersonal skills courses) has reached [REDACTED] Agency employees, in GS grades 06-14. Of these [REDACTED] students, only 16 (5%) rated the courses in the program 3 (on a scale of 1 to 5) or lower. All scheduled program courses for the remainder of FY-88 are full and currently [REDACTED] students are in the queue--not including Leadership Styles and Behavior which is a quota course. The total cost of running the program to date has been approximately \$67K (\$46.4K for one-time costs such as course development and facility rentals; and \$18K for two contract instructors for LS&B). [REDACTED]

CONFIDENTIAL

25X1 SUBJECT: LDD Weekly Report [redacted]

25X1 4. Leadership Styles and Behavior (#70) concluded on 20 May 1988 with an overall student rating of 4.5 on a 1 to 5 scale. Thirty-one students, ranging in grade from GS-6 to GS-14 with one to 23 years of Agency experience represented all four directorates. This was the first running of LS&B at [redacted] since the course's re-instatement. [redacted] is still a much better training facility than the Day's Inn in Lancaster, Pa. where the last two runnings of LS&B were held. LS&B is on track with no further changes anticipated. [redacted] will assume responsibilities as course director and take on a full instructional role in the next running scheduled for 8-12 August 1988. [redacted]

25X1 5. On 24 and 26 May [redacted] presented segments on "Conflict Resolution" to the Career Trainee Development Course. The session was videotaped for [redacted]'OTE instructor certification review. He also facilitated several cross-cultural roleplay sessions and sat on the panel reviewing the performances of the CT's in the roleplays. Both [redacted] and [redacted] are available--schedule permitting--to present various interpersonals skills segments in OTE courses as part of their "Working With People" program. [redacted]

CONFIDENTIAL

TSD WEEKLY

1. Last week, the Internal Training Branch began to send printed and on-line letters of acceptance to students in selected courses. We will track the impact of these letters on the 'no-show' problem.

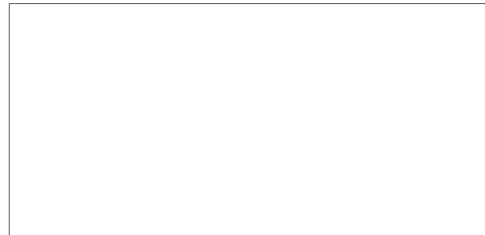
STAT

2. The newly assigned Chief of the External Training Branch [redacted] attended a meeting on the Federal Executive Institute on ²⁵May 1988. The Director, FEI, gave a slide presentation on facility changes, introduced his staff, and discussed the Executive Excellence Program. Because of renovations in the program, CIA spaces drop from five to four during FY 1989. *overall*

STAT

3. Preparation for the Training Officer Conference on 20-21 June is proceeding. The divisions are preparing their demos for the Trainig Fair at the [redacted] training facility. TSD and the Admin Division are working out the administrative details. All but one of the directorates have sent names of primary attendees and the STOs are planning their presentations on component conducted training.

STAT



SECRET

27 May 1988

MEMORANDUM FOR: Deputy Director of Training and Education

FROM:

Deputy Director of Training and Education for Curriculum

SUBJECT: DDC Area Events (23 May - 3 June 1988)

Where We Are

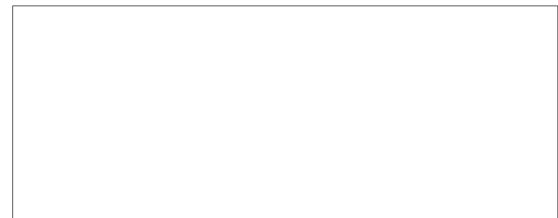
1. The Television Production Section focused on three projects this week. They:

- learned that the DCI would have to reschedule the videotaping of his segment on the ETHICS video to 13 June;
- completed the shooting of two-thirds of the DA ORIENTATION videotape, OL and OTE being the final elements; and
- completed the first draft of the CT brochure, with final work to be completed 31 May.

2. The Visual Aids Section has been collaborating with the Television Production Section on field shoots for the CT brochure and polishing photography skills in the process.

3. The Audiovisual Section was busy this week supporting a SACTD course in Baltimore, videotaping a guest speaker for WOTD, filming an LTD instructor for certification, and helping get off

4. Two demos arranged for SACTD this week appeared to be very successful. First, the TenCORE CMI (Computer Managed Instruction) program promises to automate the administration of the modular secretarial curriculum and the testing of students. The TenCORE program is very easy to use, so SACTD personnel will be able to implement it themselves. (NOTE: This program accomplishes the management of student progress and testing; it does not create CBT instruction.) The second demo, at Applied Learning International (successor to DELTAK), introduced SACTD to a very promising interactive video course on telephone techniques and also to the huge inventory of media-based instruction that ALI sells. SACTD personnel will return to ALI to discuss with them the possible acquisition of films and other material for the secretarial program.

SECRET

~~SECRET~~

25X1 5. [] spent half a day over the course of the week helping the CAMS people with their Phoenix system.

25X1 6. [] walked through Units 4 and 5 (out of 6) of Operational Records I with the new OR I instructors in WOTD. One of the instructors has extensive DORIC expertise that will ensure the accuracy of our CBT. It is clear that the CBT course will be much more current than much of the paper material now being used in class. It is also clear that the OR I CBT course will need to be maintained faithfully in order to remain current.

25X1 7. The following information comes from a meeting with [] OP, concerning ELECTAS. Both OP and OTE will advertise the availability of "What is ELECTAS?" and the ELECTAS review unit in July 1988. This CBT will be available to those who want to familiarize themselves with ELECTAS structure and function, and with the specific duties of the T&A clerk. Over the next several weeks, ELECTAS instructors, OP, and CBTG will work out a plan for using the CBT T&A units in the classroom course as they become available. The whole CBT ELECTAS T&A course will be complete and available to students by January 1989, which coincides with the last scheduled running of the classroom course. [] hopes that future training of T&A clerks for ELECTAS can be done with CBT.

25X1 8. DI/CRES is sending a copy of its CBT course for training DI analysts in the capabilities of System 3100 to CBTG for critical appraisal. The course is currently undergoing pilot testing by a dozen DI analysts.

9. C/PEDS and I conducted a meeting on CI training with our gurus. It is clear we will need to have a detailed course design in hand for the all-Agency program before we ask for the TSG's comments. A small group is now at work on that.

Where We Are Going

10. The Television Production Section will be completing a video commercial spot for the fitness room in the CofC Building, and preparing the first module of the Secretarial Lab curriculum for DDC review.

25X1 11. [] will give a presentation on course design to the DA Career Trainee course on 1 June, and will help supervise an exercise. CBTG and LTD will show the CT's CBT and interactive video samples that afternoon.

25X1 12. [] SACTD/CTB instructor, will be introduced to Phoenix CBT procedures and the three English courses currently on-line. CTB has arranged for loaner courses in the same subject area from another vendor; CBTG will load these on Phoenix so that CTB can examine them in July.

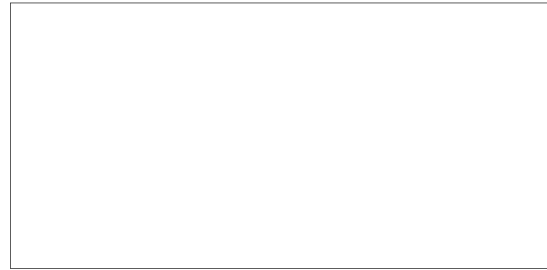
~~SECRET~~

~~SECRET~~

13. I will lecture to both the ACT and the ATC next week. Hope I can keep them straight.

14. I give the kickoff speech to the East Asian language conference next week.

25X1 15. You and I talk to (OTS) next week on getting his people
25X1 more CTTC training.



~~SECRET~~

31 May 1988

MEMORANDUM FOR: Director of Training and Education

FROM: [redacted]
Acting Chief, Intelligence Training Division

SUBJECT: IT Weekly Report [redacted]

1. John Hardt of the Congressional Research Service spoke on "Foreign Trade and the Hard-Currency Constraint" to the Soviet Economy Block on 24 May. Mr. Hardt noted this is a period of substantial change in Soviet foreign trade activity, and the changes include radical conceptual shifts. Where there had been a tendency for the Soviet Union to pursue autarky, now it wants to join every international activity and to become an integral part of the world market. A serious constraint will be the ability of the USSR to pay for foreign interdependence and to be flexible enough to allow joint ventures with foreigners to gain a satisfactory level of profits (and at the same time the Soviets will have to make some political concessions). Thus, the question of the balance of payments is a key element in whether they will succeed in furthering interdependence. To achieve their goals, the Soviets are trying to learn how Western countries run their economies and conduct foreign trade. [redacted]

2. Two members of the Topical Issues Branch [redacted] met on 25 May with [redacted] Chief of EURA's Security Issues Division, to discuss an upcoming one-day conference to be jointly sponsored by TIB and EURA. The conference, which will focus on military force modeling, is scheduled to be held at Headquarters on 15 July. Leading academicians as well as guests from the State Department, NSA and DIA have been invited. [redacted]

3. The Science and Technology Institute completed the tenth running of the DS&T Career Trainee Course on 27 May. [redacted] was course director. Twelve DS&T Career Trainees representing three DS&T offices attended the course. The course objective provided new D&ST professional officers with the knowledge and skills required to be productive, effective, and confident in their initial assignments within the directorate. As in past runnings, the students regarded the briefing, cultural, legal, and writing segments to be the most informational and interesting. [redacted]

4. On 27 May, the National Warning Course graduated 23 students: 5 - DIA; 4 - USN; 4 - NSA; 1 - State; 1 - USAF; 8 - CIA. The class was unusual in that over half of the students were either supervisors or experienced senior analysts. Again, the critiques were gratifying: 6 students rated the maximum value 7; 12 students rated the course 6; and 5 students rated the course 5. The honor graduate has not yet been designated; competition is tight. The final examinations are still being reviewed. There will be at least two possibly three students so designated. [redacted]

Page Denied

31 May 1988

MEMORANDUM FOR: Director of Training and Education

FROM: [redacted]

Director, Center for the Study of Intelligence

SUBJECT: Weekly Report/CSI

STAT

STAT

OIE sponsored the OIE a seminar by
~~Thirty one Agency officers attended the two runnings of scholar in residence, [redacted] seminar, "A Troubled Time: The CIA 1973-1976," last week. The seminar was built around Ralph's interviews with 33 people who held positions of responsibility in the Agency during the Church Committee era. It also included a brief ~~rundown/reminder~~ *recap* of the events of that period and a series of film clips that alternated between contemporaneous events and later reminiscences: ~~To say that the presentation held the participants' attention would be an understatement. One could not help but be impressed at how alive the memories are for those who lived through this era.~~~~

attended by 31 Agency officers

The only problem with the sessions is that they were far too short to do justice to the material. This points up the problem facing the Center: how best to use Ralph's work. Ralph is doggedly determined to get the interview transcripts complete before he leaves--even though this may mean he will have no time after leaving here before he starts teaching summer school [redacted] But he will not have time to exploit this resource for anything publishable. The intensity of feeling at the seminar confirms that delving into this aspect of the Agency's history would be a particularly valuable exercise.

STAT

[redacted] DI/ALA, has arrived in the Center for a three-month stay. He will be working on the CIA history course that was the subject of considerable interest on the Friends of Analysis network.

STAT

STAT



STAT

OIE sponsored two runnings of a seminar "A Troubled Time..." conducted by scholar in residence [redacted]



Page Denied

Next 5 Page(s) In Document Denied