

**Page Denied**

Next 3 Page(s) In Document Denied

5 July 1988

MEMORANDUM FOR: Director of Training and Education

FROM:

[Redacted] Acting Chief, Leadership Development Division  
Office of Training and Education

SUBJECT: LDD Weekly Report [Redacted]

*for OD+E's Date Communication Group*

2. The Executive Development Program's Wellness Seminar conducted by the Office of Medical Services (OMS) was held on 30 June 1988. Twenty-two of the twenty-three senior officers who signed up attended (DA-7, DO-5, DS&T-4, DI-2, and DCI Area-4). Following introductory remarks by Gary Foster, Director of OMS, [Redacted] Chief, Clinical Activities Division, spoke briefly and then acted as moderator for the day's program. Student evaluations indicate there was genuine satisfaction with the presentations except for the afternoon session on personal safety. That got panned last time also OMS has reviewed the evaluations. [Redacted] the driving force behind the Agency's Wellness Program, was pleased with the interest shown by the participants, as reflected in their questions. [Redacted]

3. Seventy-five Agency officers were promoted to the SIS level in July. This is the largest number in recent years and necessitates the scheduling of an additional running of the required one-week Executive Seminar. The schedule now calls for the Executive Seminar to be held in [Redacted] on 21 - 26 August, 16 - 21 October, and 11 - 16 December 1988. In addition, twelve officers previously promoted to the SIS level are scheduled to attend the August running. [Redacted] will visit [Redacted] in the near future to discuss support. [Redacted]

4. On 27 June, [Redacted] met with [Redacted] of Impact Training Associates to discuss interpersonal skills training. Impact Training offers a variety of leadership and "people skills" courses mostly for secretarial/Administrative and management training. Their fees are competitive; if any of our current contractors fall below the acceptable level, we may consider piloting some of their programs. [Redacted]

CONFIDENTIAL

SECRET

1 July 1988

MEMORANDUM FOR: Deputy Director of Training and Education

FROM: [REDACTED]

Deputy Director of Training and Education for Curriculum

SUBJECT: DDC Area Events (27 June - 8 July 1988)

Where We've Been:

1. On 27 June "What is ELECTAS?," the CBT overview of the Agency's new T&A system, was tried with 11 DI T&A clerks scheduled to take classroom ELECTAS training in July. Students felt that the course gave them a good overview of the system and they liked the informal, friendly tone. We will announce the course's availability within the next several weeks; OP will also advertise it. One of the clerks remarked that this short course unit could be used to teach Agency managers about ELECTAS, an idea that seems reasonable.

## 3. The Visual Aids Section:

- sent a photographer to record the events at the Training Officers' Conference [REDACTED] Quite a few of the photos came out well.
- developed forms using the Genigraphics system; and,
- completed a mock-up design of the Learning Center Brochure.

4. The staff of the Television Production Section spent the entire week taping on location for the DA Orientation project. The EOD swearing-in ceremony was taped Monday, to finish off the OP portion. The rest of the week was dedicated to OL, and included a trip to [REDACTED] observe and record the packaging, shipping, and storage operation. The TEAMS videotape was re-shot Thursday and Friday.

## 5. The Television Production Section also:

- saw the TEAC recordable videodisc demonstrated;
- completed a HQ TV survey and is writing a related report;
- received a request for information on how to produce a videotape on DI IAs; and
- reshot the TEAMS videotape.

6. The Audio-Visual Section kept busy videotaping a "Train the Trainers" workshop and a number of instructor certifications.

7. Dan's folks, [REDACTED] and the contractor began the first cable drops from the roof for the new TV dish.

8. The DDC was part of a CI brainstorming session for [REDACTED]

SECRET

25X1

9. On 27 - 30 June, [redacted] conducted a trainers' workshop for Office of Security, to train their new instructors.

25X1

25X1

10. On 1 July, [redacted] met with instructors [redacted] to refine the schedule for a trainers' workshop for new [redacted] instructors to be held 24 August - 2 September.

Where We Are Going

11. The Television Production Section expects to begin editing "DA Orientation" at the DI/TV Center next week. Some minor footage will be shot to finish the project.

25X1

12 On 6 July, Applied Learning International, Inc., will install a sample of the British IVD on telephone techniques on an InfoWindow [redacted] for trial by Secretarial Training Branch.

13. The Soviet Realities Institute has requested another round of videotaping sessions which will be used to develop video programs for the new counterintelligence training program.

25X1



**CONFIDENTIAL**

Administration Division Weekly  
27 June - 1 July 1988

Conferencing

Forwarded requirements for Comptroller Conference 10-12 July.

Space

25X1 Division interviews (ISTD, IT, AD, TSD, CT, SACTD) continued with the [redacted] architects. LDD has been scheduled for a repeat session on 6 July.

Miscellaneous

Liz attended the Payroll Workshop offered by the Office of Personnel on 30 June 1988.

Darlene attended the MBTI workshop on 29 June.

Budget and Finance

Organized a budget meeting on 28 June for OTE Management on funding for remainder of FY 1988. After all office budgets and spending levels were reviewed, D/OTE decided to present the Status of Funds at the Wednesday staff meeting.

In compliance with a recommendation in the recent audit report, Karen audited Time and Attendance Reports of several T&A clerks for correctness.

Security

SO gave security briefing to New Language Instructors Class on 27 June.

Personnel

On 27 June, C/PB met with AC/ODB/CAP/OP (formerly PMCD) to discuss the eight impact allocation positions that are GS-15 when occupied by non-MI careerists.

25X1 On 1 July, C/PB, DDTE, and C/LTD met with a representative from OP/SAS to discuss the [redacted] case.

25X1 DC/PB participated with LDD in the presentation of a PAR workshop [redacted]  
25X1 on 30 June.

[redacted]

**CONFIDENTIAL**

**CONFIDENTIAL**Panel Support

- 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.

Check-ins:

25X1

<u>Title</u>	<u>Office</u>	<u>Grade</u>	<u>Date</u>
Instructor	SACTD/ATB	GS-14	06/27/88

Check-outs:

25X1

<u>Title</u>	<u>Office</u>	<u>Grade</u>	<u>Date</u>	
ForLangInstr	LTD	GS-11	07/01/88	Rotate Out
Instructor	ITD/STI	GS-12	07/01/88	Retire

Logistics

Prepared maintenance/service contract renewals for FY89 due in OL on 1 July 88.

25X1

Ordered new furniture for  Kitchen Area.

Federal Protection Agency (GSA) conducted fire inspection 1 July in connection with the upcoming lease renewal for this building. No problems were found.

**CONFIDENTIAL**

5 July 1988

MEMORANDUM FOR: Director of Training and Education

25X1 FROM:

[redacted]  
Chief, Language Training Division

SUBJECT: Language Training Division Weekly Report

25X1 1. On 1 July, Chief/SE Division was briefed by Chief/LTD, [redacted]  
25X1 Chief/Slavic Languages [redacted] and Russian instructor [redacted]  
on the Russian curriculum review and the new basic course for full-time students.  
25X1 C/SE was pleased to see more operational material in the course. [redacted]  
25X1

25X1 2. On 28 June, Chief of Computer-Based Training [redacted] visited  
Carnegie-Mellon University to see --inter alia-- a tutoring system for Chinese  
developed in the Robotics Institute, to visit the Center for Educational Computing,  
and to see a machine translation program for doctor-patient exchanges in German,  
English, and Japanese at the Center for Machine Translation. Visiting Fellow  
25X1 and Agency employee [redacted] arranged the visit. [redacted]

25X1 3. The Near East and Asian Languages Branch (NEA) is conducting the first  
ever two-week Arabic Total Immersion between 5 - 15 July. All participants  
25X1 [redacted] will continue their second year of studies [redacted]  
25X1 beginning 1 August 1988. [redacted]

25X1 4. During 20 - 23 June, senior instructor [redacted] participated  
in the ACTFL Oral Proficiency Interview Workshop at Portland State University  
in Oregon. She worked with 6 Japanese testing candidates from various universities  
and high schools in Oregon. Japanese was one of the five languages offered at this  
25X1 workshop. [redacted]

25X1 5. During 27 June - 1 July, LTD administered 58 reading proficiency tests  
25X1 and 66 oral proficiency tests. [redacted]

for  
[redacted]  
SECRET

~~SECRET~~

5 July 1988

MEMORANDUM FOR: Director of Training and Education

25X1 FROM:

[Redacted]

Chief, Intelligence Training Division

25X1 SUBJECT:

IT Weekly Report

[Redacted]

1. On 29 June Otto Kroeger Associates conducted a half-day workshop on effective intra-group relations for the Topical Issues Branch. While Kroeger regularly offers free workshops to client organizations, they seldom have the opportunity to focus on an intact work group, and both TIB and Kroeger found the experience valuable. TIB chief [Redacted] who arranged the workshop through an American University classmate who is a Kroeger associate, plans to use the experience as the basis for an off-site branch planning meeting later this summer. [Redacted]

[Large Redacted Block]

[Redacted Block]

~~SECRET~~



CONFIDENTIAL

SUBJECT: LDD Weekly Report [redacted]

5. [redacted] met with [redacted] Deputy Chief, DO/CMS on 27 June Peggy:

--said she would propose to the DDO that sufficient FY-89 Training and Travel money be earmarked to support the equivalent of 50 DO student attending the overseas Managing/Leading in CIA program. This is the first solid commitment for the program that we have gotten from the DO.

--invited LDD to submit some ideas for a two hour segment in the in-house "brown bag" seminar series that CMS runs for DDO officers. LDD will follow up on this.

6. [redacted] met on 27 June with ODE Deputy Director [redacted] to hear his views on Managing in CIA. [redacted] served his first stint as manager-in-the-classroom in early June. He was very positive about the program but made numerous suggestions about it. These are covered in a separate memo for the record. [redacted]

7. [redacted] DC OTE Personnel Branch, conducted a PAR workshop for [redacted] personnel on 30 June. [redacted]

8. [redacted] and Looking Glass, Inc. contractor George Peabody met last week to begin revamping The Looking Glass, Inc. course. The conversation focused on:

--redefining the central theme (or themes) of the course;

--repositioning the course in the LDD curriculum so that we can once again attract the right students (Cat I & II 15's and SIS-1);

--selecting a new feedback instrument to replace the outdated skills assessment form; and

--thinking of the LGI simulation more as a training tool than a research tool. [redacted] will meet again in late July. Plans at this point call for a preliminary report to the curriculum committee in August. [redacted]

9. [redacted] a contractor who participates in POCM and teaches Effective Management of Groups for MTB, has been asked by [redacted] to come up with a new approach to the Managing Change course. This Elective has been perceived by some students as not being in tune with the Agency culture.

[redacted] met with [redacted] on 30 June to discuss his initial ideas. He suggested that the course be built around a "real life" case study, possibly the Human Resource Task Force Study. While this idea has appeal, various other options were explored. [redacted] will present his course outline within two weeks. [redacted]

10. MTB ran Managing in CIA on 27 - 29 June and on 6 - 8 July. These are the 14th and 15th runnings of the fiscal year.



**Page Denied**