

29 September 1988

MEMORANDUM FOR: Deputy Director for Administration

25X1 FROM:

[Redacted]

Director of Training and Education

SUBJECT:

Weekly Report

*Program (changed in DDA)*

1. 1. On 26 February, the concluding session of the Office of Training and Education's (OTE) Soviet Intelligence Services and Their Activities ~~Block~~ was addressed by the former FBI counterintelligence chief in New York City, Joseph Hengemuhle who outlined the Bureau's approach to countering Soviet intelligence operations. [Redacted]

3. Chief of OTE's Training Support Division, attended the Interagency Advisory Group Committee meeting on Development and Training sponsored by the Office of Personnel Management (OPM) on 23 September. OPM outlined their understanding of the status of the tax provisions of employer-provided educational assistance. OPM advises that...

"Training that is clearly job related is not taxable...Agencies should not treat those tuition payments as income and should not withhold taxes from them..."

Programs that could have tuition payments taxed are cooperative education and apprentice programs because they prepare the employee to meet the entrance requirements for a new career field." [Redacted]

[Redacted]

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SUBJECT: Weekly Report

25X1 4. OTE's elective program, "CIA and the Congress," was held 16 - 22 September. SSCI Vice Chairman, Senator Cohen, HPSCI Chairman Stokes, and HPSCI Staff Director Tom Latimer met with the seminar members. [redacted]

25X1 5. On 21 September OTE's Career Training Division hosted its second annual Interdirectorate Conference. The conference was attended by about 30 representatives from all four Directorates, including career management officers, OTE course directors, and officials from major components affected by the Program. [redacted]

25X1 6. OTE hosted the first Intelligence Community Conference on Learning Centers on 23 September at Headquarters. About 40 participants representing most of the Intelligence Community Agencies were present. [redacted]

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27 September 1988

MEMORANDUM FOR: Director of Training and Education

FROM: Richard Puckett  
Chief, Training Support Division

SUBJECT: Weekly Report

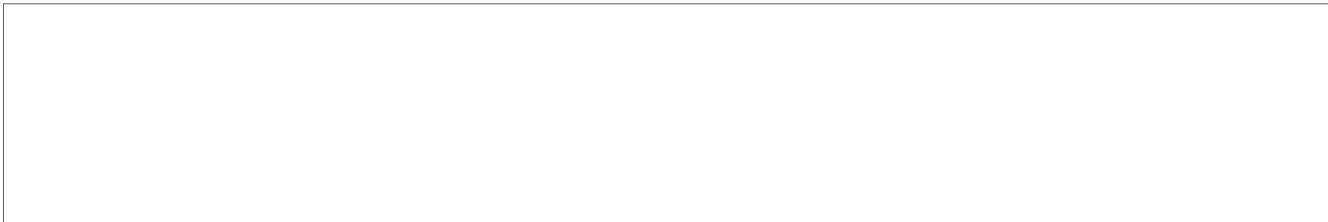
*NOTE*

1. Chief Training Support Division, attended the Interagency Advisory Group Committee meeting on Development and Training sponsored by the Office of Personnel Management (OPM) on 23 September. OPM outlined their understanding of the status of the tax provisions of employer-provided educational assistance. OPM advises that...

"Training that is clearly job related is not taxable...Agencies should not treat those tuition payments as income and should not withhold taxes from them..."

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3. This week, TSD conducted the second in a series of training sessions on inputting data into TEAMS. This session included OTE training assistants and course directors and two Office of Communications training assistants. In addition, we [redacted] conducted a separate tutorial session for OP training [redacted]. Currently, all the OTE divisions with major responsibilities for inputting data into TEAMS have received some training, except for WOTD.

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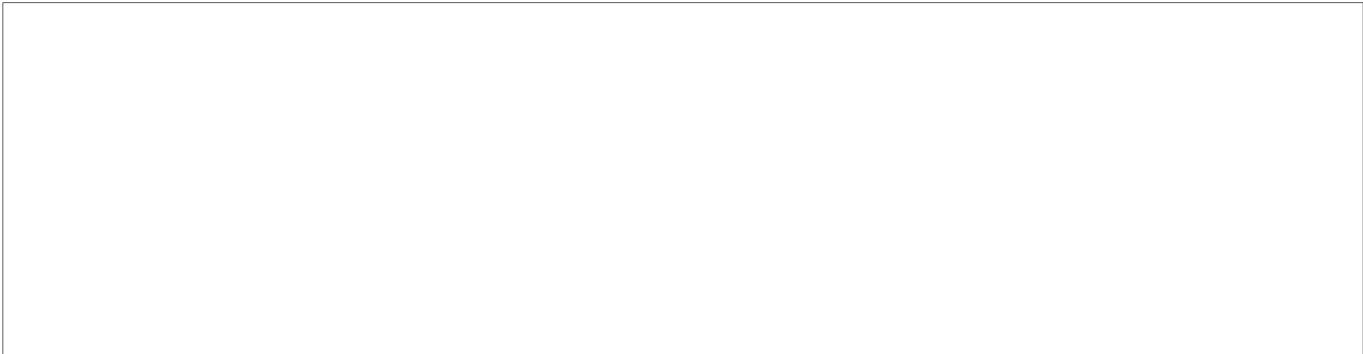
4. TSD [redacted] began the design of the hard copy OTE Catalog of Courses by meeting with OTE branches to discuss information to be included. We also met with the ETEC Section of P&PD/OL to discuss the catalog. Their group has been very helpful to the Internal Training Branch in producing the recently published Schedule of Courses and the soon to be disseminated Quick Reference Guide to Internal Training.

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5. Early this week, we completed the "data dump" of the old Agency Training History into TEAMS. In addition, LDD, SACTD, and LTD have been inputting their own "component registered" students. The initial load of TEAMS from 1980 to the present is complete and ready for a quality control check. In addition, we are moving as fast as possible to get training records over the last year to Agency components in anticipation of upcoming employee evaluation panels. We have already provided a report for OTE's Personnel Branch on secretaries for the upcoming evaluation panels. We are also preparing to run the fiscal year-end statistics.

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7. [redacted], TSD's representative for CFC, attended a meeting at Tyson's Corners about this year's campaign. [redacted] was the speaker.

8. A Note to the Training Officers was sent via AIM requesting that all training costs (registration fees, travel, per diem) be added to the Form 136 before forwarding to OTE for approval.

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*Jc* [redacted]

27 September 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]

DO Addresses Midcareer Course

25X1 Deputy Director for Operations Dick Stolz made his first presentation ever before an LDD course when he spoke to the Midcareer course [redacted] on 22 September. He focused on areas where the DO must improve its effectiveness, including relations with Congress and other non-DO organizations, less emphasis on quantity in recruiting and reporting and more on quality, more stress on tradecraft and quicker promotion of promising newcomers to the DO. He expressed particular interest in learning more about how the "CIA and the Congress" SIS elective might help the DO and in obtaining data on the characteristics of new DO and non-DO SISers. [redacted]

Other Activities

25X1 --On Friday 23 September, the members of Midcareer Course #106 completed the second week of the course. During the first two weeks - [redacted] MCC 106 examined the Directorates of Intelligence and Operations. Among the highlights of the course so far have been the DI and DO exercises, both of which cast students in unfamiliar roles in a day long simulation, and a tour [redacted] 25X1 [redacted] During their 25X1 third and fourth weeks, the class will examine the DS&T and the DA. They 25X1 will travel [redacted] for their field trip during the final week of the 25X1 course. [redacted]

25X1 [redacted] conducted an evening session on "Taking Charge" on 21 25X1 September for the NPIC senior managers. [redacted]

[redacted]

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25X1 SUBJECT: LDD Weekly Report [redacted]

25X1 [redacted] attended an IBM demonstration at NSA of the Advanced Technology classroom (ATC). This classroom--operated by a PC--provides the instructor with an easy-to-use facility for presenting text, drawings, computer animation and video images on a large rear projection screen. It also collects response to questions from students through individual key pads located at their desks and automatically analyzes and displays them. A report with recommendations have forwarded. [redacted]

25X1 [redacted]

25X1 --Twelve senior officers--3-DO, 2-DA, 2-DI, and 5-DS&T--completed the Executive Development Course held 17-24 September [redacted] The instructors noted that they seldom find students with such a high level of commitment, ability, and concern for family and human values. The group plans to stay in contact and have a get-together with spouses in about a month. [redacted]

25X1 --Twenty-one employees representing all Directorates participated in the Leading People in the CIA course from 21-23 September. [redacted] presented segments, and [redacted] and CT interim [redacted] joined the staff for this running as observers. [redacted], who attended as the Manager-in-the-Classroom, centered his "Fireside Chat" on the realities of becoming a successful leader in the CIA. By comparison with recent runnings, this was a more vocal, involved and critically questioning class [redacted]

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26 September 1988

MEMORANDUM FOR: Director of Training and Education

FROM:

[Redacted] Chief, Career Training Division, OTE

SUBJECT:

Career Training Division Weekly Report  
20 September 1988 through 27 September 1988

*OTE's*

On 21 September the Career Training Division hosted its second annual Interdirectorate Conference. The conference was attended by about thirty representatives from all four Directorates, including career management officers, OTE course directors, and officials from major components affected by the Program. Discussion focused on:

~~the reduction of [Redacted] Training Course [Redacted] from 10 weeks to 9; criteria for "successful completion" of the CT Program; and, future trends in the Program~~

[Redacted]

[Redacted]

[Redacted]

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26 September 1988

MEMORANDUM FOR: Director of Training and Education

25X1 FROM: [redacted]

Deputy Director of Training and Education for Curriculum

SUBJECT: DDC Area Events (19-30 September 1988)

Where We Have Been

*OTE*

*about 40 participants represent most of the intelligence community agencies were present*

1. ~~With help from SACTD, DDC/PEDS hosted the first Intelligence Community Conference on Learning Centers on Friday, 23 September at Headquarters. After the DDC delivered opening remarks, participants were given the opportunity to: brief each other on their own Learning Center efforts; gather ideas from outside experts; and network with one another for future contact and assistance.~~ [redacted] renowned expert on Learning Centers, and [redacted] District Manager of VIDEOLEARNING SYSTEMS, Inc., served as facilitators for the conference.

2. The DDC met with both [redacted] to discuss the [redacted] Center. On balance, things are going well.

3. The DDC discussed [redacted] goals and objectives memo and related OTE action with him on 20 September.

4. [redacted] the annuitant who teaches the DO Reports Course for WOTD, spent the whole morning of 21 September with CBTG staff. She had been sent to us by C/OB/WOTD to discover whether CBT had something to offer her course. After spending some 90 minutes examining the OR1 course, she concluded that there are portions of DO Reports that would be good CBT candidates. She will get back to us suggesting exactly which portion might be a good pilot.

[redacted]

6. The Audiovisual Section had a busy week as it:

-- videotaped the D/OTE's briefing of career panels;

[redacted]

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-- filled a growing number of requests from [redacted] stations for language learning audiotapes.

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7. The Visual Aids Section went into overdrive to fill support requests for the upcoming OTE Budget Conference at [redacted] the Learning Center Conference at the Headquarters building. It also found itself heavily involved in producing:

- an instructional manual for LTD;
- a poster for CSI;
- a workbook for "Domestic Travel" for SACTD; and
- a photographic product for the CTD.

8. The Television Production Section went on the road again this week to:

- videotape segments for the forthcoming OTE "Family Day";
- videotape the DDO's presentation in the Headquarters auditorium; and
- edit the DDO videotape, the OVERSEAS PRE-DEPARTURE PROGRAM commercial and the DOMESTIC TRAVEL audiotape [redacted]

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Where We Are Going

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9. [redacted] (PEDS) and [redacted] (LTD/RLD) will conduct a one-week Train-the-Trainer course [redacted] 3-7 October.

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10. The Television Production Section will be meeting with contractors and clients for a briefing videotape for SACTD, [redacted] videotape for WOTD/CIB, and the LANGUAGE TRAINING DIVISION OVERVIEW videotape for LTD. It will also be busy editing the OTE FAMILY DAY videotape.

11. On Friday 30 September, representatives from CTD, ISTD, ITD, SACTD, WOTD, and DDC will set up the OTE exhibit in the atrium of the New Headquarters Building for Family Visitation Day. Between 9 am and 4 pm on 1 October, our display area will be manned by at least two OTE staffers at a time, and each division represented will have handout material and/or a poster or photographic display.

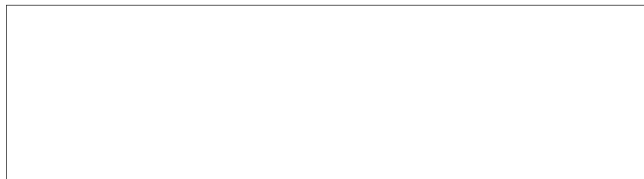
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12. Units 1 and 2 of OR1 CBT will be tried out in an OR1 class on 28 September. The 100-item final test will be tried out on 30 September. CBTG and WOTD staff will be circulating in the classroom to gather students' reactions.

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13. The DDC plans to extend his stay  on 27 September to allow time to talk to OTD instructors.

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Administration Division Weekly  
19-23 September 1988

Conferencing

Mailed January-March 1989 conference confirmation memos.

25X1 Updated [redacted] database with FY 1989 courses January-June and  
25X1 memos January-March.

Scheduled R&R visit for DCI Thanksgiving weekend.

Informed of Senate Select Committee's cancellation for 24-26 October.

Space

25X1 DC/AD attended briefing [redacted] on 22 September to  
25X1 receive update on [redacted] Plan before it is briefed to [redacted]  
Fairfax Board of Supervisors, and other county officials.

Miscellaneous

C/AD chaired session of Airport Panel.

C/AD coordinated draft of OTE Status on DA goals for EA/DDA.

25X1 C/AD scheduled conference [redacted] on 28 September for OTE personnel  
25X1 who work the scheduling process.

25X1 C/AD and [redacted] worked [redacted] schedule to accommodate some downtime  
25X1 [redacted]

On 22 September, C/B&F and C/PB attended a training session on the Budget Management System.

C/Logs attended OL GS-8 semi-annual panel.

Budget and Finance

25X1 C/B&F attended the budget portion of the bi-weekly meetings for CTD, LDD,  
25X1 ISTD, DDC, and [redacted]

25X1 C/ and DC/B&F met with EXO, C/AD, and OTE Plans Officer on 23 September to  
25X1 review [redacted] FY 1989 requirements.

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~~CONFIDENTIAL~~Security

Attended the Area Security Officer meeting on 19 September.

25X1 Accompanied Chief, Logistics Branch to meeting at [ ] on 20 September regarding the SPO Console.

Participated in the Airport Panel on 21 September.

25X1 Sent instructions to SPOCs [ ] in preparation for the Dependents Personal Security Course being held on 24 September.

Registry

C/Registry attended an IMO meeting in the Headquarters Auditorium on 22 September. Topics discussed were Career Development for IMOs and use of the New Archives and Records Center Inventory System (ARCINS) to enter shelf lists for material being forwarded to Archives and Records Center for retirement.

At their request, C/Registry reviewed some records in TSD to provide guidance regarding their disposition.

Personnel

Organized D/OTE session with 1989 Career Panel members and advisors.

25X1 C/ and DC/PB prepared update [ ] for DD/OTE.

Liz interviewed a minority candidate for co-op for ISTD. ISTD is interested in having her join them, but she was also interviewed by three other DDA offices.

Panel Support

- Continued to work on the GS-07/08 TA Panel scheduled for 26-27 September.
- Prepared and mailed SIFs for the GS-15 Panel scheduled for 5 October.
- Continued preparation for Secretarial Panel scheduled for 19 October.

Check-outs:

<u>Title</u>	<u>Office</u>	<u>Grade</u>	<u>Date</u>
Registrar	TSD	GS-07	09/22/88

Logistics

Received new chairs for DD/OTE.

Fitness room showers on schedule for completion by 1 October.

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27 September 1988

MEMORANDUM FOR: Director of Training and Education

25X1 FROM:

[redacted]  
Chief, Secretarial, Administrative and  
Communication Division

SUBJECT: Weekly Report

25X1 1. On 22 September, Chief, Secretarial Training Branch, at  
the request of C/ISTD, passed one of the non-tempest Wang PC  
25X1 280s we are holding to [redacted] OIT/PCERIC (Physically  
Challenged Employees Resource Information Center) for a  
one-month period. [redacted] is working on a project to  
increase the size of the letters on the CRT for those employees  
who are visually impaired by using a special board which can be  
placed inside of a non-tempest Wang PC. If this project proves  
successful, OIT will make a proposal to include this adjustment  
in the terminals of employees with this handicap. We are happy  
to be a part of this project.

2. Chief, STB attended a Secretarial Policy Coordination  
meeting on 21 September to discuss some problems which still  
concern the Office of Personnel:

a. Standard policy should be issued in writing on  
conversions of secretaries between the IS and the GS  
system. An example was given where one employee made a  
\$3,000 increase by this method.

b. OP is asking for volunteers among secretaries at  
the IS-04 level to accompany personnel officers in making  
audit/enrichment visits to those offices where positions  
are submitted for upgrading.

c. Discussion continues on changing the form and  
effective date for announcing Performance Awards which now  
coincides with Professional Secretaries' Week.

d. The problem of IS-03's blocking IS-04 positions is  
a reality. DS&T allows their secretaries one year to  
qualify for the IS-04 position. If not, the employee is  
moved to another position or the position is downgraded.  
There should be an overall policy on this subject.

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e. The DS&T Secretarial Coordinator gave a report on the DS&T Secretarial Conference in which several excellent suggestions were discussed:

(1) The possibility of a directorate or Agency school for secretaries. The secretary would enter on duty with the Agency and then spend several weeks or months being intensively trained to be a competent Agency secretary.

(2) Secretaries may be more willing to seek positions in other offices if they were more familiar with the offices in question. A tour of the building and offices where one might be transferred would be helpful.

(3) The possibility of rotational and directed assignments in the future was discussed by Mr. Hineman. Many secretaries generally supported rotational assignments but there was little support for directed assignments.

(4) Secretaries were encouraged by Mr. Hirsch to assume more responsibility for the IS program by managing the program and fully participating in the panels.

3. Chief, STB had the opportunity to meet her counterparts in secretarial training from NSA and DIA at the Headquarters Learning Center Conference sponsored by DDC on 23 September 1988. DIA is getting ready to launch a their first secretarial training program. They were interested in many aspects of our program. It was a most beneficial Conference to all.

4. Two instructors from the Communication Training Branch  together with two representatives from the Intelligence Training Division, observed a writing lab at the Woodbridge Campus of Northern Virginia Community College on Wednesday, 14 September. The lab is arranged in the same configuration as the proposed Writing Center for the South Building. The visitors were impressed with the quality of writing and instruction that they observed.

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5. The Introduction to Budgeting for Managers course was conducted on 27 September 1988 in room 1A07 Headquarters for 43 students. We had five no-shows and 12 drop-ins. One of the presenters from the Office of the Comptroller brought five of the drop-ins. He said they were not registered because the course was not well advertised. Chief/ASTB outlined the following sources of information about the course: the Electives for Managers posters and flyers currently posted, the online OTE catalog, the Notes to Training Officers, and the Newsletter for Agency Managers. He did not have any suggestions for additional advertising!

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