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23 September 1988

MEMORANDUM FOR: Deputy Director for Administration

25X1 FROM:
Director of Training and Education

SUBJECT: Weekly Report

* 1. OTE's Personal Security Branch completed the final Traveller's Awareness Program (TAP) for 1988. There were 65 attendees for this running of the TAP. During CY 88, 524 people attended ten runnings of the TAP.

* 2. OTE's jointly sponsored (DS&T and OTE) S&T Seminar Series for FY 88 concluded on 2 September with the Infrared Technology and Systems Applications Course. Three instructors from the Environmental Research Institute of Michigan presented the five-day course. During FY 88, 168 students attended seven seminars.

4. The Office of Training and Education's (OTE) Chief of the Washington Operations Training Division conducted a training survey

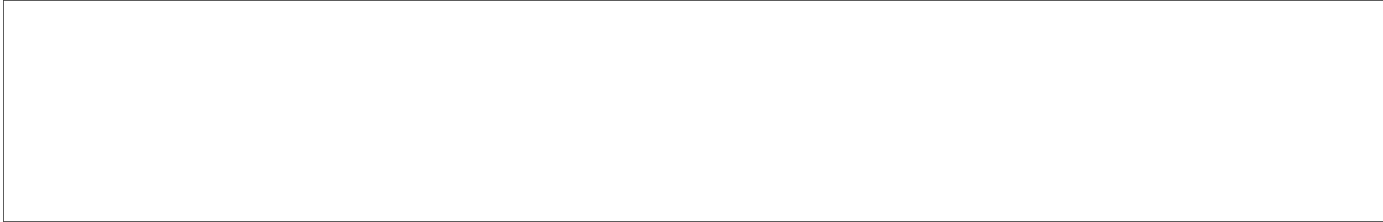
5. On 19 September, an instructor in OTE's Analysis Training Branch (ATB) met with a group from the Department of Commerce that is developing a training program for analysts. The group requested that ATB run a one-time course on basic analytic methods for certain analysts and trainers from the Department to provide a basis for building their own program.

6. OTE's Critical Issues Seminar on Narcotics was held on 15 September with 18 students. The NIO for Counternarcotics and the Chief, International Narcotics Division, OGI, made presentations.

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SUBJECT: Weekly Report



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8. On 13 - 15 September, OTE's Communications Training Branch conducted its first Professional Briefing Workshop (PBW) designed for the [redacted], Office of Sigint Operations (OSO). The PBW will be part of a recurrent, comprehensive management training program developed by OSO for its employees.

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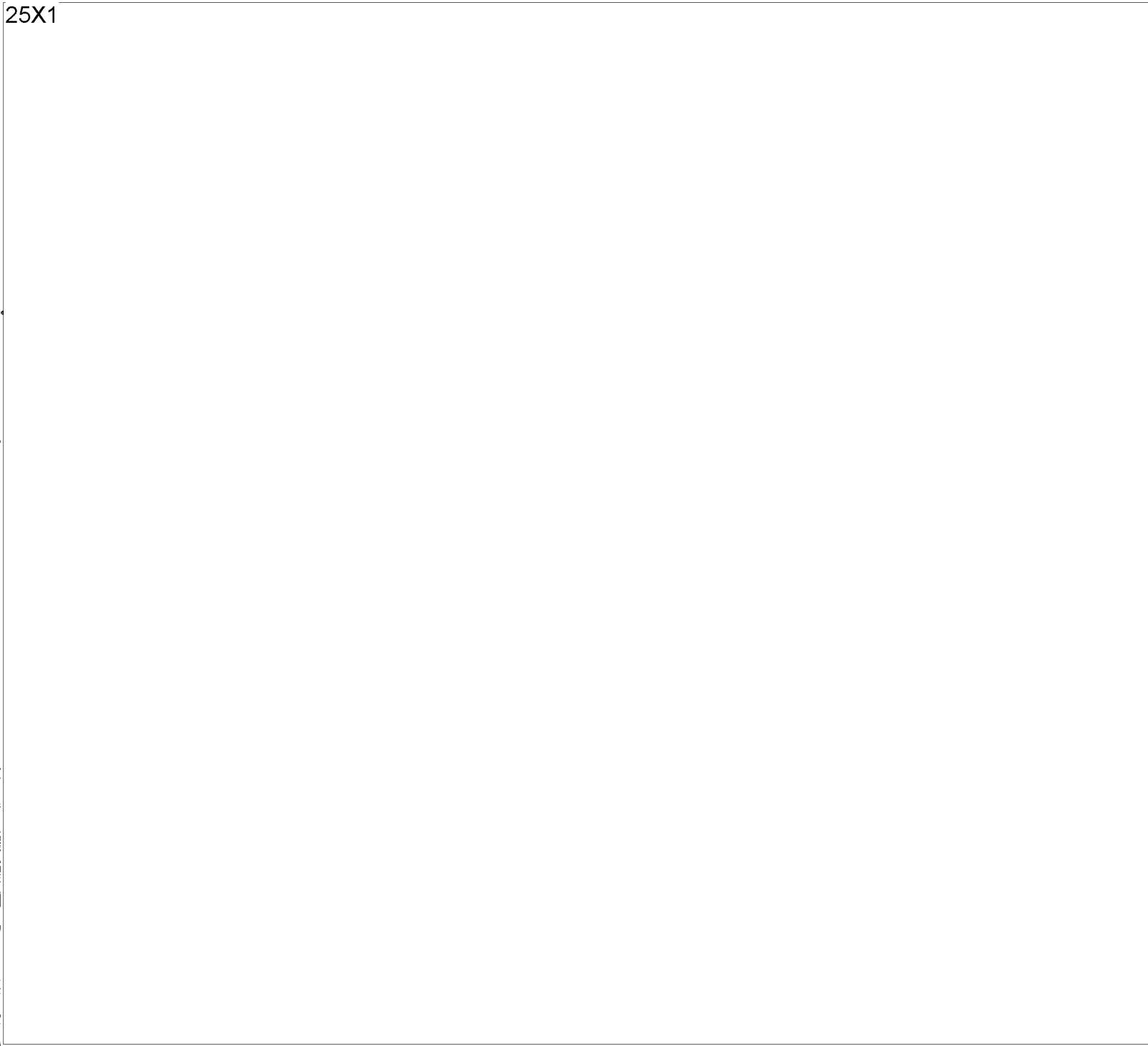
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20 September 1988

MEMORANDUM FOR: Director of Training and Education
FROM: Chief, Washington Operations Training Division (WOTD)
SUBJECT: Weekly Report for 12 - 16 September 1988

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SUBJECT: Weekly Report for 12 - 16 September 1988

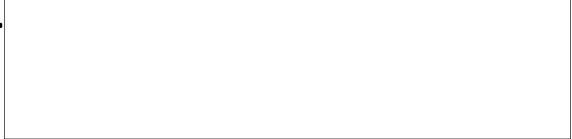


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- 3. Personal Security Branch (PSB) activities:
 - a. PSB provided personal security training for 15 students. The group included two U.S. Air Force Officers from Scott Air Force Base, Illinois. The Personal Security Course was enthusiastically received by all trainees.
 - b. PSB ^(spelled out) completed the final Traveller's Awareness Program (TAP) for 1988. There were 65 attendees for this running of the TAP. During CY88, 524 people attended ten runnings of the TAP. ~~General audience comments regarding the TAP indicated that the program was well received and individuals connected with previous runnings of the program considered the 1988 runnings to be much improved over previous years.~~

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20 September 1988

MEMORANDUM FOR: Director of Training and Education

25X1 FROM:

[Redacted]

Acting Chief, Intelligence Training Division

25X1 SUBJECT:

IT Weekly Report

[Redacted]

OTE

1. ~~STI concluded the jointly sponsored (DS&T and OTE) S&T Seminar Series for FY88 with the Infrared Technology and Systems Applications Course on 2 September. Three instructors from the Environmental Research Institute of Michigan presented the five-day course. During FY88, 168 students attended seven seminars. ~~The Series resulted in significant cost savings in that the students would otherwise have had to attend external courses at considerable expense to obtain equivalent training.~~~~

25X1 [Redacted]

2. On 13-15 September, STI conducted a successful Technical Writing Course. Because of STI and contractor suggestions, the course has been significantly modified to include more specialized and concentrated blocks of instruction, an increased number of in-class drills versus individual reports, and homework assignments that supplement the classroom activity. The students felt that the course objectives were fully met; they gave the course an overall 4.7 on a 5-point scale. [Redacted]

3. The one-week DI Writing Workshop completed another successful running on 16 September for nine students, two of whom were from State/INR. While the students gave the course high ratings, the State officers were especially complimentary of the workshop's usefulness, noting that State offers no comparable training. [Redacted]

4. On 19 September, [Redacted] ^{*at unalaska in O+Fe 12*} of Analysis Training Branch met with a group from the Department of Commerce that ~~is working to establish~~ ^{*developing*} a training program for analysts. The group requested that ATB run a one-time course on basic analytic methods for certain analysts and ^{*for*} trainers from the Department to provide a basis ~~from which they can building~~ ^{*building*} their own program. ~~They also expressed particular interest in participating in ATB's Conference for Analytic Trainers in the Intelligence Community scheduled for 8-9 December.~~ [Redacted]

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20 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]

Status of "Working With People" Program

--The "Working With People" program staff completed the third running of "Effective Meetings" on 12 September 88 with a student rating of 4.9--on a 5.0 scale. With marks like this, we plan no further "fine-tuning" of the course for FY-89. That the course is now on track was reflected by several student comments:

- o "The course was logical--things you could really use on your job."
- o "...Handling people with violently opposing views is an area that I needed help with; the techniques presented in class will work in my situation."
- o "Nice going OTE--you have finally arrived."

We are currently tailoring a dedicated running of this course for OD&E/CPG to be conducted on 6 October 88 in their facility [REDACTED]

The WWP Staff also completed the third running of the two day "Communicating Non-Defensively" with an overall student rating of 4.8. This course also seems to be on track, although students are complaining that more time is needed. We have discussed this with the contract instructor. One possibility is adding a half-day segment on dealing with difficult people. This would cost OTE an additional \$400 per running--a total of \$3,200 for FY-89. [REDACTED]

Other Activities

--CIA and The Congress began on 16 September with a half-day session at Congressional Quarterly. [REDACTED] are the Course Directors for this running. [REDACTED]

25X1 [REDACTED]

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25X1 SUBJECT: LDD Weekly Report [redacted]

25X1 --The Midcareer Course began on 12 September [redacted] Tom
25X1 [redacted] are handling this running. Jo has been finalizing
25X1 arrangements for the class trip [redacted] the week of 11 October. [redacted]

25X1 *OTE's* *summary*
--~~The Critical Issues Seminar on Narcotics arranged by [redacted] was held on 15 September. Bill Katopisk, NIO for Counternarcotics, outlined a recent paper he submitted to the DCI. He anticipates Agency involvement in the war on drugs will increase significantly in the months to come; it will be viewed as both a national intelligence issue and a national security issue.~~ [redacted] Chief, International Narcotics Division, OGI, *part made presentations* recounted the emerging role of CIA in the war on drugs, particularly the Agency's analytical contribution. The range of questions reflected keen interest in the subject. (Course report being submitted separately.) [redacted]

25X1 [redacted]

25X1 --On 14-16 September, Counseling Skills for Managers held its eighth run of the year. The nineteen students gave the course an overall rating of 4.6 on a 5 point scale. [redacted] chaired assisted by John [redacted]

25X1 [redacted] and
25X1 A major strength of the course continues to be the
25X1 intensive feedback from participants receive from each other and the
25X1 staff during the roleplay sessions. [redacted]

25X1 --The Program on Creative Management enjoyed a successful run 11-16
25X1 September. Program Director, [redacted] began instituting some of
the many changes she plans for the course, including a heightened
emphasis on personal reflection and preparation for peer feedback, and a
clearer focus on leadership in the Decisionmaking segment. Contractor,
25X1 [redacted] co-chaired the run. [redacted] both
25X1 did segments. [redacted] was a last minute substitute as an assessor.
25X1 [redacted]

25X1 [redacted] met during the week with [redacted] C/SAS/OP, Jane
25X1 [redacted] C/EAP/OMS and [redacted] Director of Security Education, OS to
discuss common human resource issues including problem employees,
managerial role in CI, and LDD presentation of their interests in the
classroom. All agreed that more intra-DA dialogue in this area is
25X1 essential. [redacted]

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SUBJECT: LDD Weekly Report

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C/ITD, and attended a presentation on the upcoming Presidential transition given by Robert Hunter, who was on Carter's NSC staff, and David Abshire, President Reagan's Ambassador to NATO. EDS will examine a possible "current issues" seminar by them on the transition.

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• As part of OTE's continuing effort to provide alternate means of delivery training, the Operational Records I course ~~is~~ has been converted to a computer based training program. After a trial period of several weeks, this method of delivering Operational Records I training will be the sole delivery system

25X1

20 September 1988

MEMORANDUM FOR: Director of Training and Education

FROM: [REDACTED]

Chief, Training Support Division

SUBJECT: Weekly Report

1. ES-TSB prepared a response to the Commandant/Industrial College of the Armed Forces (ICAF) for the DCI's signature explaining how selections were made by CIA for ICAF and other Senior Military Schools.

2. C/TSD, C/ETB, and [REDACTED] Registrar for full-time academics met with representatives from OP/Student Programs and from EEO on 16 September. OP was interested in learning about the regulations in Title 5 and the procedures for sponsoring Agency employees for full-time academic training. Although the OP Student Programs would not be affected, some Agency components and students are asking how a student could be eligible for the sponsorship if the student showed great potential for future Agency employment.

3. Members of TSD had a very useful and interesting session with the Director of Training and Education on their goals and objectives for the next six months and longer.

4. C/TSD and [REDACTED] attended a TEAMS Technical Exchange Meeting on Friday at [REDACTED] Building. Topics included the status of the training history load and procedures associated with that, "instant" confirmation and the update of OP's Biographic Profile were also discussed.

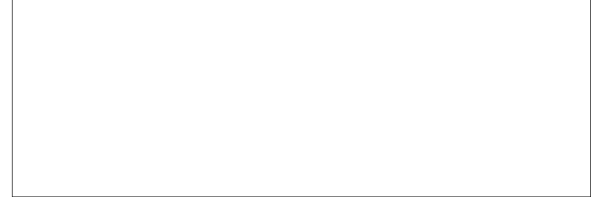
5. [REDACTED] attended a meeting with the DO/IMS/Training Staff conducted by [REDACTED] C/Ops Branch/WOTD, members of his branch, and [REDACTED] C/CBTG, on the Operational Records computer-based training course to sort out aspects of this course including registration and course credit.

6. [REDACTED] met with [REDACTED] a representative of Texas Instruments, who is currently associated with ISTD and the EXPERT initiative. The purpose of the meeting was to discuss how our automation has helped us, special functions we need or would like to have, the concept of linking career paths and training to individuals, and developing interest in the TI room scheduler software.

SUBJECT: Weekly Report - 20 September 1988

7. Internal Training Branch processed 507 requests for internal training this week; confirmed 11 courses, forwarded eight student rosters to OTE course directors.

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20 September 1988

MEMORANDUM FOR: Director of Training and Education

25X1 FROM:

[redacted]
Chief, Secretarial, Administrative, and
Communications Training Division

SUBJECT: Weekly Report

OTE's

1. On 13 - 15 September 1988, ~~the~~ Communication Training Branch
25X1 conducted its first Professional Briefing Workshon (PBW), ~~in a series of~~ *designed*
~~workshops,~~ for [redacted] Office of Sigint
25X1 Operations (OSO). ~~The workshop was conducted by an independent contractor at~~
[redacted] The PBW will be part of a recurrent, comprehensive
managment training program developed by OSO for its employees.

25X1 [redacted]

SECRET

19 September 1988

MEMORANDUM FOR: Director of Training and Education

FROM:

[Redacted]

Deputy Director of Training and Education for Curriculum

SUBJECT:

DDC Area Events (12-23 September 1988)

Where We Have Been

1. The Audiovisual Section noted a decided increase in support requests as new language students arrived for courses. The Language Lab also welcomed its new independent contractor, [Redacted] and immediately assigned him to the task of reducing the mounting audiotape duplication backlog.

2. The Visual Aids Section had a busy week as it:

- created a brochure for ITD on "Signals Equipment;"
- recreated CT TRACKS and vugraphs for CTD;
- went on a photo assignment to a NOVA reading center for CTB; and
- completed a graphic layout of the "Earning and Leave Statement" brochure for SACTD.

3. The Television Production Section met with the manager of the Headquarters Auditorium to complete plans for the videotaping of the DDO on 21 September, and discussed support requirements with [Redacted] of the CI Center for the production of a videotape explaining the mission and goals of the Center to the EXCOM.

4. OR1 CBT will be tried out in classroom courses in September, November, and December, as will the 100-item exam that [Redacted] has done. Beginning early in 1989, the CBT version of the course (followed by a classroom workshop held at Headquarters) will become the sole method of delivery of the course during a trial period that will last 3 - 6 months. If successful, this mode of delivery will be permanently adopted. These decisions were reached in a meeting between WOTD, IMS Training, and CBTG on 14 September.

5. The linear video version of SDIV (pronounced "Steve", for Surveillance Detection Interactive Video) has been completed and will be delivered to CIB on Monday 19 September. The process of transferring video segments from the master used for the videodisc was much more arduous than we had anticipated because the segments on the videodisc were not in anything approaching the same sequence required for linear presentation.

[Redacted]

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6. The DDC completed a tight one-week cycle that include meetings of the Curriculum Committee, the STOs, and the Training Steering with a session of the last group on 14 September.

Where We Are Going

7. The Television Production Section has a full week ahead as it:

- has two independent contractors come in to discuss scripts for the LANGUAGE TRAINING DIVISION ORIENTATION tape and a briefing tape for SACTD;
- meets with the DDO to brief him on the manner in which his auditorium presentation will be videotaped; and
- edits the DOMESTIC TRAVEL audiotape for SACTD, and the OVERSEAS ORIENTATION video commercial for WOTD.

8. On 20 September, a group of OTE staff from ISTD, ITD, LDD and CBTG will visit Computer Science Corp in Newport News for a briefing on the extensive interactive video work they have been doing for the Army.

9. [redacted] of NSA is to visit OTE to see what we're doing in the "hi-tech" area on 4 October. The visit is being coordinated by [redacted] in LTD. [redacted] is scheduled to look at SDIV between 1345 and 1420.

10. The DDC will meet with [redacted] on 19 September to discuss her experiences [redacted]

[redacted]

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CONFIDENTIALAdministration Division Weekly
12-16 September 1988Conferencing

Forwarded agenda for OTE Division Chiefs' FY89 Program and Budget Conference 26-27 September 1988.

Space

DC/AD and Brian/Logistics attended ILSP meeting on 15 September for update on NHB. Also met with Contel representative re survey for OTE space in the South Tower. ADP Control Officer has been asked for assistance in identifying equipment for this space.

Miscellaneous

25X1 DC/AD attended career panel meeting [] on 13 September.

DC/AD arranged for OTE representatives from LDD and ISTD to attend demonstration of Advanced Technology classroom at NSA on 19-20 September.

Prepared memo for OTE employees on 1 October Family Day at CofC.

C/AD worked with Plans Officer on OTE status report on DA Goals.

Budget and Finance

C/B&F attended the budget portion of the bi-weekly meetings for ITD, SACTD, CSI, and LTD.

25X1 C/ and DC/B&F met with new [] on 16 September to review [] information and to cover PCS entitlements and accounting procedures.

The B&F staff continued to work on end-of-year commitments and obligations.

25X1 Finance Officer went to [] to disburse funds for the current OC-A class.

Security

25X1 Continuing conversations with [] Dominion Management, and Safety Division re locking loading dock doors.

Coordinating "Emergency Procedures" notice with SPO management, Safety Branch, and HSD.

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[]
Attended briefing on 15 September re 4-C computer system.

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CONFIDENTIALPersonnel

On 12 September, C/PB met with members from Texas Instruments to answer questions regarding counselling employees for training. This was in support of OTE's EXPERT project.

DC/PB sent announcement of 1988/1989 Public Service Awards to OTE Division Chiefs.

Liz made arrangements with Polygraph Division to have a Turkish Language Instructor applicant polygraphed [redacted] on 16 September.

Applicant files for [redacted] job and the Admin Assistant [redacted] are in. We have 2 applicants for [redacted] job and 12 for the [redacted] job.

ISTD interviewed [redacted] as a possible co-op. The feedback has been favorable and, if all of his processing goes well, he will begin work on or about 1 January 1989.

Panel Support

- Continued work on the GS-07/08 TA Panel.
- Prepared and mailed SIFs and requested PARs and BICs for GS-12 Panel, scheduled for 3 October.
- Prepared list of secretaries to be evaluated at the Panel meeting scheduled for 19 October. Requested BICs from OP, training records from TSD, and PARs that are overdue.
- Began preparation for GS-15 Panel, which was rescheduled from 21 October to 5 October. Prepared list and requested BICs.

Check-ins: Title Office Grade Date

<u>Check-ins:</u>	<u>Title</u>	<u>Office</u>	<u>Grade</u>	<u>Date</u>

Logistics

Processed year-end amendments for additional monies for the roof satellite and shelving for new Headquarters Learning Center.

Forwarded OTE's Annual Property Dollar Value report to OL.

Showers for fitness room arrived and work in that area is progressing.

Roof satellite to be installed 17 September.

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19 September 1988

MEMORANDUM FOR: Director of Training and Education

FROM: [redacted]
Chief, Language Training Division

SUBJECT: Language Training Division Weekly Report

1. NPIC has requested a special beginning level Arabic course for 21 analysts. We are planning to meet this requirement, after-hours, two evenings a week [redacted] with a course that integrates survival language skills, culture, and area/regional studies. [redacted]

2. [redacted] completed a two week testing TDY [redacted] She administered 29 tests [redacted] principally to officers who had received overseas training but did not have the opportunity to return to the US for testing.

3. [redacted] administered Japanese oral proficiency tests to 12 students at the Wharton School in Philadelphia. [redacted]

4. [redacted] chaired the September meeting of the Translation Forum for Agency personnel who have interpretation and translation assignments.

5. Two Portuguese instructors recently met with the NSA Language School to review instructional materials and establish a system for exchanging audiovisual and reading materials. [redacted]

6. As part of the Arabic review, DC/LTD and C/NEA and [redacted] DDC/PEDS, met with senior DO/EA management staff to discuss ways to improve Arabic training.

7. Thirty-one reading proficiency tests and 29 oral proficiency tests were administered during the past week.

[redacted]
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