

5 October 1988

MEMORANDUM FOR: Deputy Director for Administration

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

SUBJECT: Weekly Report

25X1 [redacted]

25X1 2. The Assistant Deputy Director for Administration, NSA,
25X1 [redacted] visited the Office of Training and Education (OTE).
25X1 [redacted] chairs the DCI Foreign Language Committee of the IC Staff and
is very active in fostering applications of high technology to language
teaching. She founded CALICO (Computer Assisted Language Instruction
Consortium), the largest national organization dealing with
25X1 computer-based language instruction. [redacted]

25X1 [redacted]

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4 October 1988

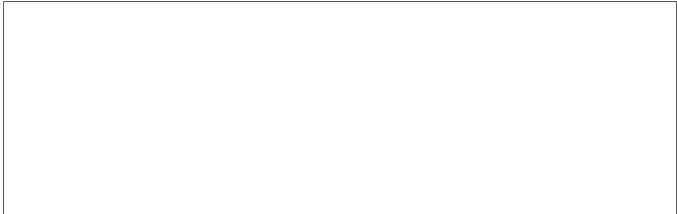
MEMORANDUM FOR: Director of Training and Education

FROM:


Director, Center for the Study of
Intelligence

SUBJECT: Weekly Report/CSI

The Center for the Study of Intelligence held a special program at Headquarters on 3 October for 35 Foreign Service Officers. The focus of the program was on the Directorate of Operations. State Department indicated they were extremely pleased with the day's activities.



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30 September 1988

MEMORANDUM FOR: Director of Training and Education

25X1 FROM:

[Redacted]

Director of Training and Education for Curriculum

SUBJECT: DDC Area Events (26 September - 7 October 1988)

Where We Are

1. The Audiovisual Section ran leads from the roof antenna to offices of the DTE, DDTE, DDC, EXO AND C/AD, and set up extra television sets throughout the C of C for viewing of the shuttle launch.

2. The Visual Aids Section had a busy week as it produced a variety of artwork for classroom support and a design for the DA Fact Book.

3. The Television Production Section completed the OTE FAMILY DAY video and began casting talent for the SACTD Briefing videotape and the LANGUAGE TRAINING DIVISION OVERVIEW tape.

4. CBTG has adopted a new format for its weekly student use reports. Three are attached for your information; let us know if you want to see these regularly.

5. An AIM system signon message announcing the availability of AIM CBT training was posted by OIT from 15-23 September. It led to a dozen hotline requests for information and registration for the course. Among them was our

25X1 [Redacted]

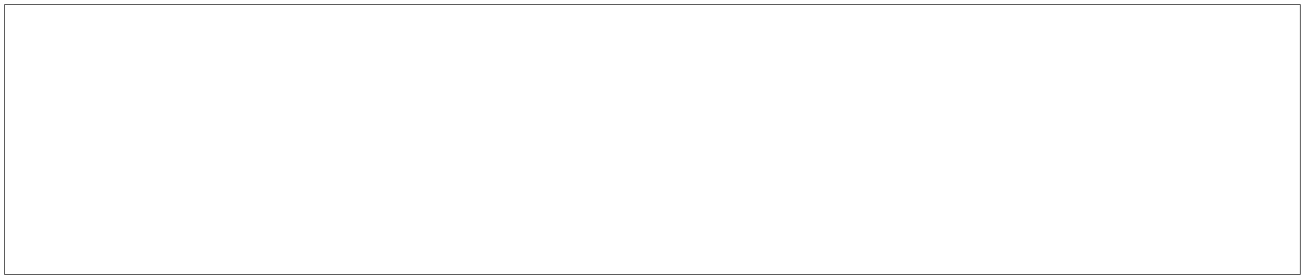
25X1 6. [Redacted] and C/CBTG spent 28 September supervising the trial of Units 1 and 2 of CBT Operational Records I. The informal verbal assessment of quite a few students was very positive. An end-of-course CBT exam and formal evaluation of the CBT are being done Friday 30 September. A debriefing will be held next week to hear IMS instructors' assessments and to make any necessary adjustments in the ORI trial. Attending the meeting: Rick

25X1 [Redacted]

25X1 [Redacted]

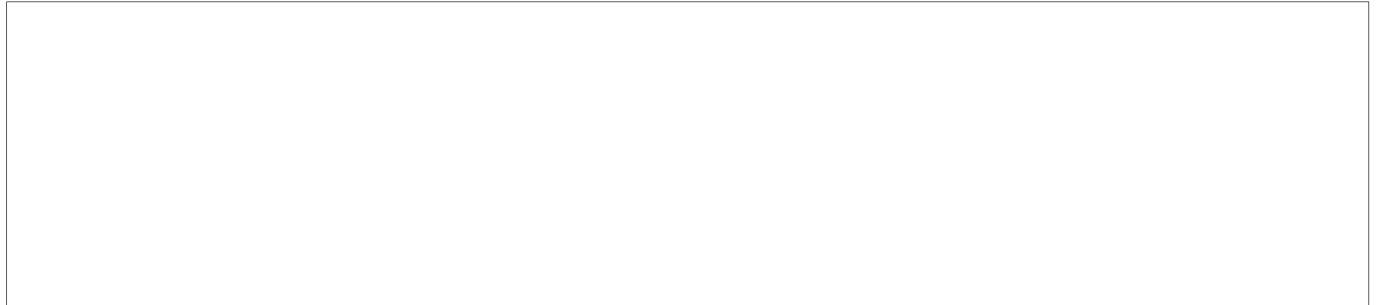
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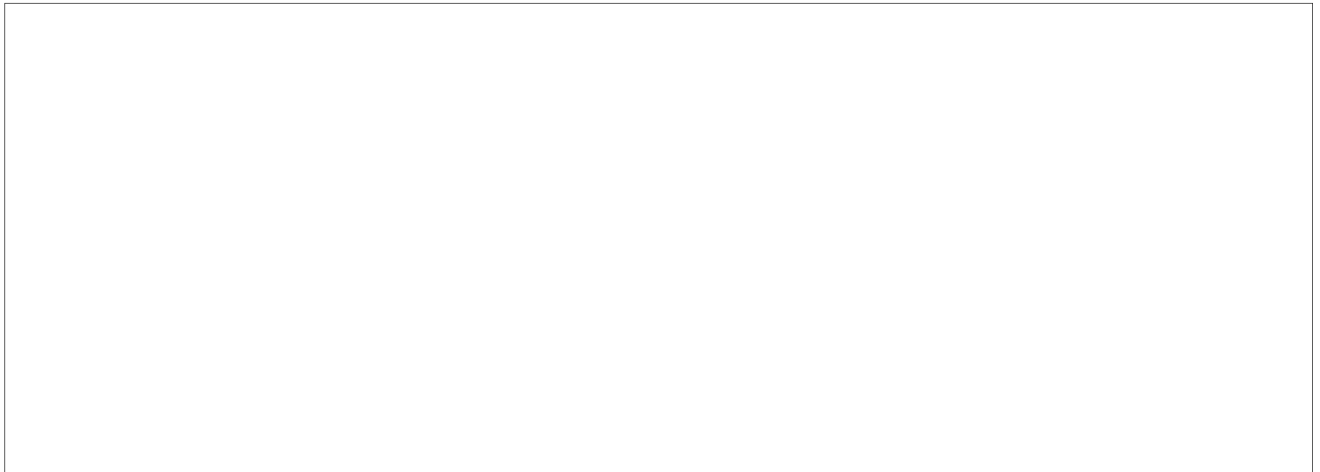
9. The DDC agreed to lecture at George Mason University on training in CIA.

25X1



12. All MPB sections are gearing up for the OTE FAMILY DAY presentations. The Audiovisual Section will have several live television cameras taping visitors to the 8th floor. The Visual Aids Section will have graphic artists at work on computer graphic systems, and the Television Section will feature its video snapshot of OTE.

25X1



ADMINISTRATIVE - INTERNAL USE ONLY

DATE: September 29, 1988

NOTE TO:

SUBJECT: Student Usage of CBT, 6-12 September 1988

1. The following table shows Phoenix usage for this week:

<u>Course Name</u>	<u>Hours/Minutes</u>
Operational Records I	39:34
NOMAD	27:58
What is ELECTAS?	6:25
Using CMS	4:56
Online Catalog	4:28
Fundamentals of AIM	3:54
Other*	8:46
Total hours for the week	96:01

3. What is ELECTAS? was first publicly advertized on the CONFER CIACBT conference on 6 September. An OTE Special Bulletin will be released shortly announcing the course.

* The following courses' usage time is included in "Other": Using JCL, Using XEDIT, Using RAMIS II, Using TELL-A-GRAF, Using SAS, Time Management, 3270 Terminal Training, and Data Processing Skills for End Users.

ADMINISTRATIVE - INTERNAL USE ONLY

ADMINISTRATIVE - INTERNAL USE ONLY

DATE: September 29, 1988

NOTE TO:

SUBJECT: Student Usage of CBT, 12-19 September 1988

1. The following table shows Phoenix usage for this week:

<u>Course Name</u>	<u>Hours/Minutes</u>
What is ELECTAS?	56:41
Fundamentals of AIM	8:47
Using TELL-A-GRAF	7:21
Basic JCL	5:06
Online Catalog	4:57
NOMAD2 Applications Development	4:44
Other*	2:33
Total hours for the week	90:09

2. The large use of What Is ELECTAS? during this period is due to publicity in an OTE Special Bulletin that went out 9 September. The course was accessed 70 times over the week. ELECTAS staff in Office of Personnel are also publicizing the course: all students are advised to take the course before attending the classroom ELECTAS training.

* The following courses' usage time is included in "Other": Using XEDIT, RAMIS Report Writing, SAS Introduction, 3270 Terminal Training, Using CMS, and Data Processing Skills for End Users. Several of the Management Library from Goal Systems were also used.

ADMINISTRATIVE - INTERNAL USE ONLY

ADMINISTRATIVE - INTERNAL USE ONLY

DATE: September 29, 1988

NOTE TO:

SUBJECT: Student Usage of CBT, 19-26 September 1988

1. The following table shows Phoenix usage for this week:

<u>Course Name</u>	<u>Hours/Minutes</u>
What is ELECTAS?	51:04
SAS Introduction	42:54
Online Catalog	27:11
Fundamentals of AIM	17:18
NOMAD2 Applications Development	14:55
Using TELL-A-GRAF	4:24
Badge Table Orientation	4:16
Other*	4:00
Using XEDIT	2:27
Basic JCL	2:13
 Total hours for the week	 170:42

2. What Is ELECTAS? was accessed 32 times this week for an average session length of about 1.5 hours. This compares with approximately 45 minutes per session last week. One might infer from this that last week's sessions tended to be exploratory, while this week's tended to be individuals who really need to use ELECTAS.

3. Fundamentals of AIM usage this week is up substantially over that of the past several weeks. This is due to an AIM system signon message posted at CBTG request between 9/16 and 9/23. The message announced the availability of AIM CBT training, and led to a dozen registrations for the course.

4. Private Typer is a basic typing course we are leasing from Travis Piper on a trial basis. SACTD Secretarial Branch is currently evaluating it to see how it might best be put to use. Piper could customize it for us if that is needed.

* The following courses' usage time is included in "Other": REXX for New Users, Private Typer (see below), Data Processing Skills, 3270 Terminal, and several courses from the Goal Systems Management Library. Total hours represent an all-time high weekly figure.

ADMINISTRATIVE - INTERNAL USE ONLY

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4 October 1988

MEMORANDUM FOR: Director of Training and Education
FROM: [redacted]
Chief, Training Support Division
SUBJECT: Weekly Report

1. TSD is gathering up all the last minute rosters for courses completed by the end of FY-1988 (30 September 88) in preparation for running FY-statistics. We have already printed name lists by directorate and office for training received during 1988. We will provide these lists to the respective senior training officers for the appropriate employee review panels. These reports are the first of their kind to be run off TEAMS and will be our initial test of how clean our data base is.

2. TSD [redacted] conducted a TEAMS training session for the Office of Finance Training Officer [redacted]. That office now has the ability to input component conducted training in the data base.

3. TSD/Central Registrations processed 226 requests for training, confirmed 16 courses by sending online confirmation notices to training officers and students with AIM access, and forwarded 19 student rosters to OTE course directors.

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4 October 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]

LDD "Technology Working Group"

25X1 LDD has established an informal "technology working group" chaired by [Redacted] and including [Redacted]

The purpose of the group is to:

--explore how LDD can more effectively utilize video, CBT, inter-active video and self study concepts

--familiarize division personnel with developments in this area

--develop some personnel with greater in-depth expertise.

25X1 As part of this effort, [Redacted] made useful visits to Applied Learning Inc., and the University of Maryland, University College Center for Professional Development. Applied Learning Inc. has been active in supplying courses for OTE. They demonstrated both their interactive video program and other course capabilities. They loaned LDD some video courses to review for possible use in some of our programs.

25X1 The Center for Professional Development is staffed to work with corporations, government agencies, and other organizations to develop and conduct training programs on a fixed-contract basis. This company has the potential to serve as a source of training and to augment some of our programs. They can help develop and conduct tailored training programs. Their training programs are also in the areas of leadership development, contemporary management practices, mid-level management skills, science and technology topics, computer applications training, and many other areas. The Center has an impressive instructional development technology center to develop interactive video and computer based training programs. [Redacted]

[Redacted]

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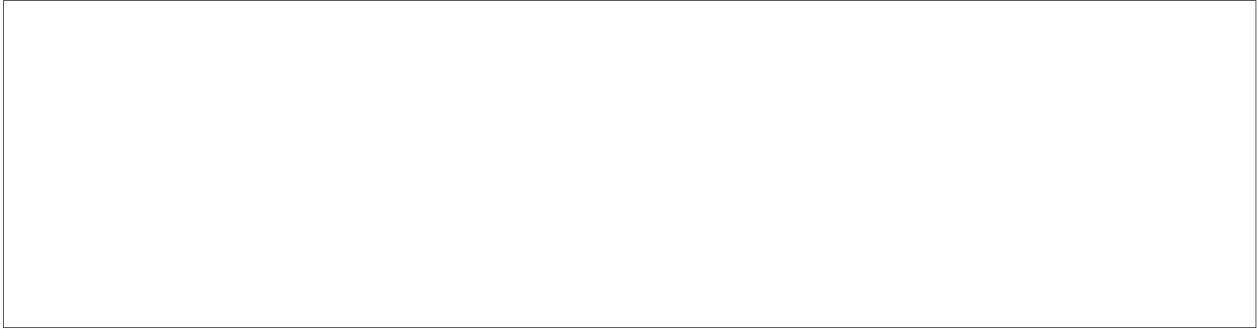
25X1 SUBJECT: LDD Weekly Report [redacted]

Other Activities

25X1 [redacted] developed and conducted a half-day session on "Power and Influence" for 16 DS&T Career Trainees on 28 September 88. Robert has presented this segment several times now at the request of the S&T Institute. [redacted]

25X1 --Positive Power & Influence was offered 28-30 September by the Electives for Managers Program. The instructors were [redacted] both contractors, and [redacted] an instructor in Management Training Branch, who is being certified to teach this course. There were 18 students attending. There were 15 cancellations, an unusually high number. The course received its usual high marks averaging 4.4, with instructors receiving 4.8 for effectiveness. The students particularly liked the role-play practice they got in the course in using the different styles of influence. They were also appreciative of the negotiating segment. [redacted]

25X1 --The final FY88 running of Looking Glass, Inc. took place 26-30 September. Several students reported significant learning; overall the student feedback on the course pointed in the direction of revisions already on the drawing board for FY89. Staff instructors were John [redacted] Support from RMB was first class. The [redacted] management team is really on top of things, freeing the TDY staff to focus on the training. [redacted] observed the simulation; we plan to use her as LGI Program Administrator during the simulation. [redacted]



25X1 --Twenty participants, 12 SIS officers and 8 GS-15s, attended the Executive Wellness elective held on 29 September. Several participants, including C/Africa Division [redacted] and C/PPS [redacted] later commented highly favorably on the seminar. EDS has already received inquiries about the next offering based on recommendations from this class. One snag was the that the course was bumped from room 1001--the Executive Conference Room. We will ensure that we have priority for the course in that room. [redacted]

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25X1 SUBJECT: LDD Weekly Report [redacted]

25X1 - [redacted] went to OPM's Ideas and Authors Seminar on 29 September to hear Gifford Pinchot, author of "Entrepreneuring," a best-seller about innovators who apply their creativity inside their own organizations. This seminar concerned applying the same techniques in the federal government. LDD is interested in an "authors" program on management issues but Pinchot's presentation, essentially an oral
25X1 overview of his book, did not seem to make the grade. [redacted]

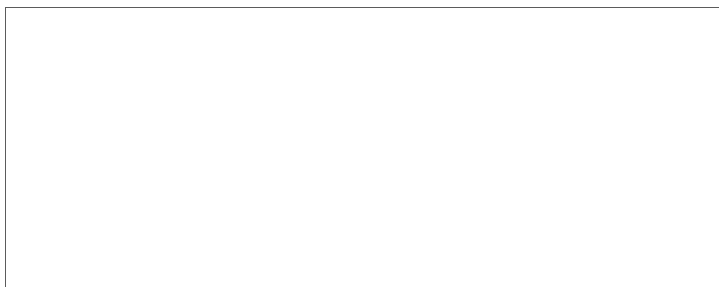
25X1 - [redacted] briefed the DO PEMs officers on POCM and LGI. Mike
25X1 [redacted] Deputy DO CMS, acknowledged that the DO panels have been viewing
25X1 these programs as "remedial"; instead, the DO will now work to send their
25X1 better managers. [redacted]

25X1 [redacted] met with [redacted] OMS, regarding
25X1 medical and psychological aspects of LDD programs. There are no major
25X1 outstanding problems; OMS and LDD committed themselves to maintaining a
25X1 close dialogue on OMS related issues. [redacted]

25X1 --C/LDD met with Deputy IG [redacted] regarding leadership training
25X1 and the IG New Inspector workshop designed by LDD. The D/IG indicated
25X1 the IG was open to suggestions for closer cooperation and he expressed
25X1 particular interest in having IG personnel address LDD courses. [redacted]

25X1 --LDD was able to use approximately \$6,000.00 of FY88 money belonging
25X1 to ISTD to order 12 videotape managerial programs. [redacted] asked
25X1 MTBers to help choose tapes relevant to our LDD courses. [redacted]

25X1



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4 October 1988

MEMORANDUM FOR: Director of Training and Education

25X1 FROM:

[redacted]
Chief, Intelligence Training Division

25X1 SUBJECT: IT Weekly Report [redacted]

25X1 1. The tenth running of the Topical Issues Branch's four-week
25X1 Military Analysis Course opened [redacted] on
25X1 26 September with [redacted] serving as course director and [redacted]
[redacted] George Allen, [redacted] as course coordinators. Among the
highlights of the first week were an all-day tour of Quantico Marine
Base--which featured briefings on armor, artillery, and infantry, and a
firing demonstration--and new course segments on electronic warfare and
command, control and communications. The 15 students, including one
analyst from State/INR, and one from the Intelligence Center, Pacific in
Hawaii, are exceptionally high calibre, and class discussions throughout
the week were animated and informative. Following a week at the Chamber
of Commerce Building focusing on naval and air operations, the group will
25X1 spend the third week [redacted] they will
25X1 visit Langley Air Force Base and the Norfolk Naval Base. [redacted]

25X1 2. On 27-29 September the Topical Issues Branch presented the
International Narcotics Intelligence Issues course with [redacted]
serving as course director. The course offers an overview of
international narcotics production and trafficking with emphasis on
special challenges for collectors and analysts of narcotics information
and the relationship between the Intelligence Community and law
enforcement agencies. Among the 17 students completing the course were
three from the Navy Operations Intelligence Center (NAVOPINTCEN) who
support Navy elements responsible for the U.S. interdiction effort. The
presence of the NAVOPINTCEN students reflects the U.S. military's growing
interest in the course. TIB recently offered a tailored version of the
course for 34 military and DIA personnel at the DIAC Bolling Air Force
Base and has been asked to provide further runnings in the near future.
25X1 [redacted]

25X1 3. The Science and Technology Institute delivered special runnings
of Briefing Technical Materials and Effective Meetings for 22 ORD
personnel on 26-27, 28 September, respectively. The tailored classes,
held in CofC, contained key people; half of the students in Effective
Meetings, for example, were either branch or division chiefs. The
instructor, Dr. Raymond Falcione of the University of Maryland, received
his usual high marks for teaching competence and overall course quality.

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

25X1 4. Analysis Training Branch's [redacted] met with managers from
NSA's Intelligence and Analysis Training unit on 3 October to discuss the
conference for analytic trainers in the Intelligence Community scheduled
for December. The group reiterated its interest in being a part of the
25X1 conference and offered a number of topics for discussion at the
conference. [redacted] also talked with NSA trainer [redacted] about a
design for a course on intelligence analysis for NSA officers, and
invited him to observe those ATB courses that would be most relevant to
the NSA mission.

5. The USSR Country Survey concluded its nine-day program on
Friday, 30 September. Twenty-five students completed the course. Martha
Mautner, Bureau of Intelligence and Research, Department of State,
addressed the issue of future Soviet-U.S. relations, and commented on the
intensive and unexpected changes in the Soviet leadership. Mrs. Mautner
presented an extraordinary, thoughtful, and perceptive talk on current
developments in Soviet domestic and foreign policies.

6. The five-week Soviet Realities Course that SRI offers for the
Intelligence Community began on 2 October. Five Community organizations
are represented, including the Army (1), Air Force (1), Marines (2), FBI
(2), and NSA (7). The course is given primarily in the Russian language,
and includes presentations by many recent Soviet emigres. The purpose is
to inform students of the structure and functioning of the Soviet
political and economic systems, living conditions and other aspects of
Soviet society, and familiarize them with contemporary usage and idiom in
the Russian language.

25X1 [redacted]

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Administration Division Weekly
26-30 September 1988

Space

DC/AD prepared memo to D/OL re request for space for Secretarial Training Center in South Tower/NHB for Fall 1989.

Miscellaneous

25X1 C/AD and C/B&F attended FY 1989 Resource Conference [redacted] on 26 September.
25X1

25X1 [redacted] coordinated the OTE Awards Ceremony on 29 September. D/OTE presented 28 people with awards.

25X1 [redacted] C/Procurement Management Staff, paid a "parish" call on C/AD and C/LOGS on 30 September.

25X1 [redacted] attended "Coping with Difficult People" on 27 September.

AD personnel completed plans for Family Day on Saturday, 1 October. Six AD people attended to help with logistics, security, and miscellaneous arrangements.

Budget and Finance

DC/B&F attended the OP awards meeting at Hqs on the new processing procedures for QSI and special awards. New procedure does not go into effect until forms are available.

Security

Updating fire evacuation procedures for CofC in preparation for the expected fire drill during Fire Prevention Week, 9-15 October.

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Personnel

DC/PB attended the bi-weekly DA Personnel Officers' meeting on 26 September. A new form on the status of applicants in process was discussed. The form will be distributed to components and will include contract as well as staff applicants.

DC/PB attended a team-building workshop on 30 September. The workshop presented participants with a series of progressively more difficult mental and physical challenges in an outdoor setting. Successful completion of the tasks depended upon teamwork.

C/ and DC/PB prepared an update for DD/OIE on SAS cases.

DC/PB arranged and attended a briefing by the Credit Union for airport personnel.

DC/PB, Carole, and Darlene distributed forms to all secretaries for update of training records.

Liz continues work on leave replacement for

Panel Support

- DC/PB acted as Advisor and Recording Secretary to the GS-07/08 Language Instructor Panel on 27 September.
- Liz advised the GS-07/08 Training Assistant Panel on 26 and 27 September.

Logistics

Helped transport equipment for OIE Family Day Exhibit in New Hqs Building.

Followed up with Dominion Management re status of shower construction and kitchen equipment for 1001 CofC.

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4 October 1988

MEMORANDUM FOR: Director of Training and Education

FROM:

[Redacted]

Chief, Secretarial, Administrative, and
Communications Training Division

SUBJECT: Weekly Report

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25X1

1. Instructors from the Secretarial Training Branch were guest speakers recently at the following conferences:
27 September - Credit Union Conference [Redacted]
[Redacted] "Professionalism/Managing Change" [Redacted] people in attendance.

29 September - DCI Secretarial Conference Bavarian Inn - West Virginia [Redacted] "Peak Performance" [Redacted] secretaries in attendance.

30 September - DI Secretarial Conference Lancaster, Pennsylvania [Redacted] "Peak Performance" [Redacted] secretaries in attendance.

2. [Redacted] was the Family Day coordinator for SACTD. The Secretarial Training Branch was represented by several members of the Branch who were present to explain a display of the Secretarial Training Program materials in the atrium of the New Headquarters Building.

3. On Friday, 23 September 1988, a Learning Center Conference for the Intelligence Community was held at Headquarters from 0900 till 1600 hours. The conference was organized by [Redacted]
[Redacted]

Thirty-six participants attended, representing OTE, [Redacted] NPIC, and OF. FSI, NSA, DIA, Defense Intelligence College, Department of Navy, and Defense Systems Management College were also represented. Joyce Tuck, a learning center consultant for industry, and Pauline McGuire, district manager for VIDEOLEARNINGSYSTEMS, Inc., made presentations during the day.

The conference allowed the participants to develop a network, tour the Headquarter's Learning Center and acquire ideas that work in organizing and managing a learning center. These goals were accomplished. The participants stated that the time was well spent and said they would like to see more such conferences with emphasis on in-depth discussion of specific topics. NSA hopes to host a conference in the future. A list of participants' phone numbers and areas of interest will be sent to each so that networking can continue.

4. Administrative Systems Training Branch eliminated two safe drawers of Field Administration course records by storing the course grades on a visual memory cabinet in the WANG. Now when an office inquires about the date the course was taken and the grade an employee received, the information can be easily retrieved from the system.

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