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DD/S 72-2949

5 JUL 1972

MEMORANDUM FOR: Deputy Director for Support

ATTENTION : Chief, Plans Staff, O/DDS

SUBJECT : Annual Report of the Office of Training for the Fiscal Year 1972

REFERENCE : DD/S 72-2676, dtd 6 Jul 72, subj: Agency Annual Report

I have attached the Annual Report of the Office of Training for Fiscal Year 1972. The report is in two parts: Attachment A includes the significant developments, accomplishments, and future considerations as outlined in paragraphs I, II, and III of the referent and, where appropriate, a brief history of the development or accomplishment; Attachment B contains chronologies and key documents. 25X1

[redacted]

HUGH T. CUNNINGHAM
Director of Training 25X1

Atts

MORI/CDF Pages 2 thru 31

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SENSITIVE INTELLIGENCE SOURCES
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ATTACHMENT A

A

ANNUAL REPORT
Office of Training
Fiscal Year 1972

I. Major Developments

B. New Coverages

1. Economic

a. OTR, in coordination with the Director of the Office of Economic Research conducted a seminar on the New Directions in CIA's Support of U. S. International Economic Policy. The Seminar was the first of its kind and was given for an audience of 320 Agency employees. It was held on 30 May in the Auditorium at Headquarters.

b. The purpose of this Seminar was to provide an orientation for collection officers, research analysts outside of OER who deal with economic intelligence as part of their work, and officers in elements which support production. Coverage included a presentation by the D/OER on the background of the economic problems of the U. S., the emphasis being given by U. S. policy makers to international economic questions, and the increased demands for intelligence support. A panel of representatives from IRS, DCS, FI Staff, and the Department of State spoke on the response of collectors to the new emphasis on economic intelligence.

c. Ahead

(1) OTR plans to conduct one such economics seminar a year.

d. Brief History

(1) The President's Foreign Intelligence Advisory Board, in a July 1971 memorandum, requested the Director to give increased priority to production of finished intelligence on international economic affairs.

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(2) This memorandum came at a time when the value of the U.S. dollar was falling in world money markets, and shortly before President Nixon announced Phase I of his economic program. As a result of these and other developments, the Director of the Office of Economic Research received requests to produce studies on subjects bearing on U.S. international economic policies. (Many of the requests were levied by the President's Council on International Economic Policy.)

(3) In February, a representative from OTR met with the D/OER to discuss the DTR's proposal to conduct a seminar on economic intelligence. Thereafter brief meetings were held to determine the content of the Seminar. By April final arrangements were agreed upon and the first seminar was conducted from 0900-1230 hours on Tuesday, 30 May 1972. The Office of Training provided support to the Seminar, including publication of a Special Bulletin (7-72) announcing the program and handling the registrations for it.

2. Narcotics

a. Training for Agency Personnel

(1) The developing role of the Agency as well as its coordination responsibilities and problems relating to narcotics intelligence were introduced into several of the courses OTR conducts for Agency personnel. By name, the courses are the Chiefs of Station Seminar, Counterintelligence Operations, Operations Support, the Basic and Advanced Operations Courses, the Midcareer Course, and the CIA Senior Seminar.

(2) A senior instructor from OTR served on a Working Group chaired by the Deputy Director of Personnel and comprised of representatives from the Offices of Medical Services and Security, and an officer from the Clandestine Service. The group, holding its first meeting on 15 May, and in subsequent meetings, developed a seminar on drug abuse for employee-parents scheduled within the immediate period for assignments overseas. (The first seminar was conducted on 12 July, with others scheduled through August.) OTR's responsibility is to moderate each session and to process registrations.

b. Training for Non-Agency Personnel

(1) OTR's involvement centered around contact with the Bureau of Narcotics and Dangerous Drugs (BNDD) and, more recently, with the Bureau of Customs. The activities of both agencies during this fiscal year reflected priority attention to expanding their capabilities overseas. This development involved OTR's assistance mainly because both Bureaus, particularly BNDD, were interested in developing a more professional capability in clandestine

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agent operations overseas. OTR responded to two formal requests: In April 1972 a one and one-half day series of briefings was given at BNDD Headquarters for 18 Regional Intelligence Officers then stationed in the United States and Mexico. The briefings were conducted by officers from OTR, the DDI, and CI Liaison, and were an introduction to intelligence activities, including processing and production. Brief coverage of basic operational concepts included group discussions on narcotics intelligence responsibilities overseas.

The second briefing was given in May for 25 Bureau of Customs agents, also scheduled for overseas assignments. This was a one-day program and the content was basically the same as that in the aforementioned April program.

c. Ahead: Changing Emphasis

(1) It is expected that the next audience for the Seminars will be employees stationed at Headquarters. Plans also include OTR's filming the presentations presently being given by Agency speakers. As appropriate, OTR will use the film in its courses.

The Working Group also is considering arranging a joint program with the Department of State and Defense for adolescent children proceeding overseas with their employee-parents. The extent of OTR's role in this program is undetermined.

(2) Training of BNDD and Customs personnel in clandestine operational techniques has been comparatively limited. It is likely that these agencies may request something more akin to purely covert training, at least for selected officers. Otherwise it appears that the Joint International Narcotics Control Training Program, which is being developed, will be handled primarily by the Foreign Service Institute and will meet most of the training needs of personnel from these agencies. OTR, in cooperation with the Clandestine Service, will contribute to the effort as required.

d. Brief History

(1) OTR's involvement with matters relating to narcotics intelligence began shortly after the President announced in 1969 that narcotics was a matter of foreign policy and identified responsibilities within the Intelligence Community. In November 1969 the Director of the Bureau of Narcotics and Dangerous Drugs (BNDD) requested that CIA provide guidance and instruction to BNDD officers primarily on the development of clandestine agent and informant operations abroad. Since the training capabilities and

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more precise needs of BNDD were not known, the Director of Training recommended that an Agency officer make a survey in order to gain this background. BNDD agreed and in March 1970 an OTR officer, [redacted] spent three weeks at BNDD on this task. 25X1 25X1

(2) It became clear that BNDD would require assistance in all aspects of tradecraft training in order to develop viable, long-range clandestine operations and that this could not be accomplished by briefings and other short-term programs of instruction, or with existing BNDD resources. No specific Agency assistance was detailed, however, and there was no immediate BNDD response to the survey. The apparent consensus within CIA was that our assistance would be limited to ad hoc support to help meet their developing needs and with no intention of getting deeply involved, at least at that time.

(3) Meanwhile, in October 1970 OTR organized a two-day seminar on narcotics and drugs for CIA employees. The briefing was given by BNDD officers in the Main Auditorium for approximately 500 employees. There were no further developments involving OTR until November 1971 when [redacted] CIA Liaison, received a request from the Acting Chief, Strategic Intelligence Office, BNDD, for basic tradecraft instruction for four to five officers scheduled for overseas assignments. The request was withdrawn shortly thereafter without explanation. The following month, December 1971, BNDD submitted a request for assistance in training selected officers in "intelligence operations." After discussions with BNDD officers their desires were more clearly identified and on 24 and 25 April 1972 a DDP-approved briefing was held at BNDD Headquarters for 18 Regional Intelligence Officers. The briefing was essentially an "Introduction to Intelligence" supplemented by very basic coverage of clandestine operational concepts and some discussion of narcotics intelligence responsibilities. 25X1

(4) In response to a memorandum of recommendation from the Executive Director of the Cabinet Committee on International Narcotics Collection (CCINC) officers from OTR, DDI and CI/Liaison provided about eight hours of briefing on 23 and 26 May 1972 to 25 Bureau of Customs officers scheduled for assignment overseas. The briefing was inserted into a three-week FSI-sponsored program and was essentially a concentrated version of coverage provided in the briefing of BNDD officers in April. The same CCINC recommendations have resulted in assignment of responsibility to the Director of the Foreign Service Institute to provide a training program for BNDD and Customs officers on a scheduled basis.

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(5) Chronology and Archival Documents appear in Attachment B.

3. Southeast Asia

a. OTR's support to programs being conducted in Southeast Asia in Fiscal Year 1972 is represented in the statistic that eight instructors completed TDY assignments and three were PCS to the area. Most of the assignments involved tradecraft training. Some were involved in conducting operations.

b. OTR conducted six runnings of the Vietnam Paramilitary Operations Course for 104 Agency employees. The course is primarily one of weapons familiarization and mapping.

D. CIA In the Intelligence Community

1. Three activities within the Office of Training were in support to the Intelligence Community: Specialized operations training, briefings on CIA and its role in the Community, and the present plan to establish an Information Science Training Program.

a. Defensive Driving

(1) Five Secret Service officers and five officers from the Department of State participated in one of nine one-day presentations of Defensive Driving techniques. The instruction given at the [redacted] 25X1 [redacted] 25X1 included the nature of the thrust stemming from increased incidents of vehicular kidnapping, particularly in Latin America, and a demonstration of and practice in application of the techniques of defensive driving.

Of Note: Vietnam Operations/FE Division included instruction on Defensive Driving, using the film primarily, in presentations at the Vietnam Training Center of the Foreign Service Institute.

(2) Ahead

It is expected that requirements for this instruction will increase moderately. (Department of State has already requested training in defensive driving for 12 of its officers.)

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(3) Brief History

In the spring of 1970 the Director of Training received a request from Chief, WH Division for the training of selected personnel in the use of firearms for personal defense. Study of case histories of successful attacks by terrorists showed that they commonly employed from one to three carloads of heavily armed men against an individual victim. In searching for some method of reducing these heavy odds, OTR instructors made several tests, using U.S. Government salvage vehicles, in an endeavor to ascertain the feasibility of breaking through a roadblock by [redacted] the attacking vehicles. These preliminary tests indicated that this was possible and further testing was undertaken. By November 1970 a sufficient body of experience had been gathered and a paper on "Countering Vehicular Kidnapping" was published. Since that time instruction in "Defensive Driving Techniques" has been presented as a regularly scheduled course to Agency personnel and special training has been given to selected individuals from the Secret Service and the Department of State. [redacted]

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(2) Ahead

The level of support with respect to this specialized training is not expected to increase significantly.

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c. [redacted] 25X1

Of Note: A member of the Psychological Services Staff, OMS, also gave presentations [redacted] (OTR's role in the [redacted] program is summarized in II D e of Attachments A and B.) 25X1 25X1

d. Briefings

In FY 72, briefings covering the organization of the Community, CIA and its role in it, the National Security Council, various phases of the intelligence process, China, communism, and the USSR were given in 90 separate sessions for audiences totaling 2600 employees from the Department of State, including AID, DOD, the Bureau of Customs, and the BNDD. Most of the briefings were for students in classes conducted at their facilities. Individual briefings of U. S. officials are included in the total figure.

In addition, OTR provided support to 15 programs conducted at CIA's Headquarters for 500 representatives from State and Defense. Most of the programs involved CIA's participation at the Deputy Director level.

2. Information Science Training Program

a. In FY 72 executive responsibility for the USIB-sponsored Information Science Program, formerly under the Defense Intelligence Agency was assumed by CIA. OTR had responsibility for negotiating the action. In the last 60 days of FY 72 negotiations were completed with the Director of the Defense Intelligence School for the use of their facilities in FY 73.

b. Ahead

CIA will jointly staff the faculty with NSA and DIA, under OTR's management. The new program, consisting of three courses, will begin in September. Courses will be open to USIB members.

Guidance provided by the Executive Director-Comptroller suggests the desirability of bringing the program on CIA premises in FY 74, giving greater emphasis to the needs for the training of CIA personnel.

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c. Brief History

(1) A PFIAB memo to the President on 15 June 1965 stressed the need for improvement in the storage and retrieval of the intelligence product and recommended the training and retraining of personnel engaged in information-handling activities and in systems thinking and systems skills, suggesting that both senior administrative personnel and more junior operating people should acquire new abilities and attitudes to discharge the responsibilities associated with the enormous file and distribution system of the Intelligence Community.

(2) In March 1967 in his memorandum to the Secretary of Defense, the DCI requested DIA to develop specialized courses for personnel of the Intelligence Community. It requested development of specialized courses by DIA, starting in FY 69.

(3) And a directive in December 67 established the Information Science Center at its Defense Intelligence School to develop information science courses in order to meet the requirements of the Intelligence Community.

(4) In a memo to the Chairman, USIB, dated 3 February 72, it was stated that it would be necessary to close the Information Science Center by 30 June 1972 due to Department of Defense budgetary cuts and reductions in other resources. It noted that DIA could arrange classroom space and faculty offices for a continuing program if other Intelligence Community members wished to provide funds or personnel.

(5) Mr. Colby, Executive Director-Comptroller, on 23 May 1972, informed DIA that CIA desired to conduct under CIA management, various information science courses at the Information Science Center in FY 1973 pending determination of longer-range requirements and a more permanent solution, thus accepting the DIA offer of facility support.

E. Budget Trends

Two proposals reflect a trend in OTR's level of support to operations: Establishment of the Information Science Training Program on CIA premises, and the transfer of [redacted] o the Clandestine Service. 25X

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ATTACHMENT A

II. Major Accomplishments and Failings

D. Support

1. Training

a. CIA Senior Seminar

(1) The CIA Senior Seminar was successfully established in FY 72. The first was conducted for twenty Agency officers for the nine weeks from 19 September through 24 November 1971, and the second, also nine weeks, for nineteen officers from 12 March through 12 May 1972. The Seminar represented the most advanced training program conducted by the U. S. Government in the field of intelligence activities, organization and management and related matters which have a direct bearing on CIA and U. S. intelligence. The level of the subject-matter was equivalent to that of the Senior Seminar in Foreign Policy and the National War College.

(2) Recognized academic authorities, top officials from other government agencies and knowledgeable officers from throughout CIA were invited to lecture and discuss with the Seminar members a wide variety of subjects; the scope of each presentation was worked out by the Senior Seminar Staff/OTR with guest speakers. In selected instances, they were invited to take part as members of panels. Much of the Seminar learning also came by means of sharing of knowledge and experience by the participating officers, who ranged from Grade GS-15 through GS-18; through their exchanges with guest-speakers, staff-led discussions within the Seminar and smaller groups, work on team problems, and talks to the Seminar by each participating officer. Films, visits to facilities and to other agencies, and field trips rounded out the program.

(3) Subject-matter covered included: an initial week conducted at the [redacted] on management training; the missions and tasks of CIA as these are evolving and meeting changing U. S. requirements; current developments in national security policy, analyses of and projections for major foreign countries and critical overseas areas; challenges and problems facing top management of CIA and developments within the Intelligence Community; new analytical methodologies; CIA's relationships with other parts of government; and changing domestic conditions and trends which impact on CIA. 25X

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(4) The two FY 1972 runnings of the Seminar were subjected to thorough evaluations, as they proceeded and at their conclusion, by the Seminar participants. These showed a remarkably solid consensus that the initial runnings were of high quality, that the objectives of the Seminar were met and that attendance was worthwhile to the participants and of value to the Agency in terms of participating officers' time and Seminar costs. The feedback was also helpful in identifying areas which might be improved or changed in order to strengthen the Seminar in future runnings.

(5) Ahead

At a Deputies Meeting on 7 July 1972, the Executive Director-Comptroller decided that the Seminar would be run once a year in January for a group of 25 to 30 officers who have at least one promotion ahead of them. Participants may be in grades GS-15 and above; attendance by an officer does not preclude attendance at senior external training programs.

(6). Brief History

After a planning phase which began in January 1971, the CIA Senior Seminar--a two-month training program for supergrade and promising GS-15 officers-- was initiated in FY 1972. Prior to running the Seminar an in-depth analysis of the age, work-experience, job-mobility, training and other characteristics of CIA's senior officer population was made. Extensive consultation with officers throughout the Agency on the needs of our senior personnel subject-matter and resources to be utilized, was undertaken.

From this preliminary work the objectives of the Seminar were set forth as follows:

(a) To enable Seminar participants to develop greater insight into the problems and pressures facing CIA's management, the processes of change within the Agency and its external relationships, and developments in American society which are relevant to CIA as an organization.

(b) To acquaint Seminar participants with current thinking on U.S. Foreign policy equities and developments abroad which are the intelligence collection and analysis and covert action targets of CIA.

(c) To provide an opportunity for Seminar participants to sharpen their management skills and to broaden their understanding of colleagues and subordinates.

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During the planning period, the Senior Seminar Staff consisting of six officers, a training assistant and a secretary was assembled; the officers included one on detail from the Clandestine Service, one from the Science and Technology Directorate and a Career Trainee on interim assignment. The subject-matter needed to conduct the Seminar was determined and organized, potential speakers were identified and cleared, and schedules were prepared. The Seminar suite was designed, furnishings were ordered and the area occupied with the move into the Chamber of Commerce Building in late August. In sum, a multiplicity of details involved in launching a new and complex training program such as the Senior Seminar were worked out, in time for the first session in September.

b. Language Development

(1) In FY 72 the study of foreign languages at and through the OTR's Language School reached an all-time high of 687. The number of employees at the School was 558 or an increase of 57 over the previous fiscal year. Enrollment in the Before-and-After-Hours-Language Training Program (conducted at various Agency locations) rose to 129, an increase of 24. Twenty-three languages were studied.

(2) Ahead

What new requirements that may be levied on the Language School will, in the main, depend on the recommendations emerging from the Annual Report, FY 72, of the Language Development Committee. This report to the Director from the DDTR who is Chairman of the Committee is dated 21 July 1972.

(3) Brief History

Of historical note in FY 72 are the following:

(a) Part-time courses for dependents were introduced: in French and Spanish.

(b) The study of Russian at the Headquarters Building was substantially increased by opening programs already organized for two components (SB Division and the Office of Economic Research) to employees from other offices.

(c) Vietnamese dropped off dramatically from annual enrollments of 15-20 students to two students. The Vietnamese faculty was reduced. Enrollments in Lao and Thai increased steadily during the year.

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(d) Arabic was dropped from the curriculum of language courses.

(e) The cassette loan program, introduced in FY 71 grew significantly during FY 72. Approximately 220 employees used cassettes as part of a home-study program.

(f) The language laboratory at Headquarters building was converted to cassette format.

(g) A series (130) of Lao tapes was produced within the Language School. It is estimated to be the most comprehensive set of Lao tapes in the world.

(h) The Language School published two issues of a new journal, Language Highlights, to stimulate interest in language study and to publicize the programs of the Agency's Language Development Committee.

c. Career Training Program (CTP)

(1) During FY 72 the Program Officers on the CTP Staff brought 69 Career Trainees (CTs) on duty with the Agency, 19 of whom were recruited for the Class that began in July 1972. Of the 69 there were 47 Externals and 22 Internals.

Fifty-nine CTs completed 113 different interim assignments. The spread among the directorates was: CS-62; Intelligence-40; Support-7; Science and Technology-3; and the Office of the Director-1.

Forty-four CTs were transferred off OTR's rolls after having completed their initial formal training and interim assignments. Twenty-four were placed in the CS; 15 in the Intelligence Directorate and 5 in the Support Directorate.

(2) The most significant advancement in the CTP in FY 72 was the increasing success of the interim assignment phase of the Program. Beginning with the Class of July 71, the initial formal training of CTs was reduced by 12 weeks. OTR's Curriculum Council determined that on-the-job experience would be more profitable in developing fuller understanding of the Agency's over-all operational activities than classroom lectures and exercises. Emphasis was thus directed to finding specifically tailored interim assignments (3 months each) for CTs. Component supervisors,

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it was found, gave fuller support to accepting the trainees for the short-term and as a consequence of the professional contributions made by the CTs as a whole, requests for their services exceeded the supply.

(3) Ahead

The CTP Staff, in consultation with supervisors of the CTs and more often, from discussions with the CTs themselves, have learned that there may be some need for additional training before interim assignments begin. This appears to be the case with the External CTs assigned to the Clandestine Service. If the pattern continues to develop to indicate that the trainees are insufficiently prepared for this particular on-the-job training, OTR will reprogram the initial formal phase of training as necessary.

Beginning in late spring, FY 72, two Program Officers traveled to California where, in cooperation with Agency recruiters, they interviewed area applicants for the Program. The effort resulted in a savings in time for both the applicant and the officer and a savings in Agency monies. It is expected that much of the initial interviews of CT applicants will be handled this way in FY 73.

(4) Brief History: (Interim Assignment Phase)

(Please note that the History of the Program through 1965 has just been completed. It is being reviewed for final publication.)

The Interim Assignment Phase of the CTP began in FY 71 and encountered difficulties in its first year of operation, one reason being that the objectives were not clearly understood among supervisors in the components. Since then, and largely with experience, including feedback from the CTs and their supervisors, problems are of no serious magnitude. The plan is receiving strong support throughout the Agency and is effective as on-the-job training and as the principal vehicle through which Program Officers determine placement of the Career Trainees.

d. Training and Personnel Development

(1) During FY 1972, OTR developed, and is about to publish as part of its new Training Catalog, a plan for systematic use of training as a major instrument of career planning and personnel development throughout the Agency.

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(2) Devised by the OTR Curriculum Council at the suggestion of the Director of Training, this plan or "Profile of Courses" consists of five categories of training available to Agency managers and training officers for meeting both the immediate and long-term training needs of their personnel. They include:

(a) the core program of courses providing coverage on a broad basis of Agency responsibilities, activities, and problems; matters relating to the intelligence profession and community; and major international situations and issues. The six courses in this category are recommended at specific stages of an individual's career, i. e., entry-on-duty period and the first five years of employment; the intermediate period of between 5 and 15 years' employment; and the senior stage achieved after perhaps 15 or more years of service.

(b) courses in general skills training provided by the Office of Training for application Agencywide, viz., effective writing and briefing, broad managerial and supervisory skills, etc.

(c) specialized skills training conducted by the Office of Training and by operating components throughout the Agency to provide or enhance employee qualifications for carrying out specific functions or tasks as, for example, intelligence collection and production, finance administration, imagery analysis, operation of communications systems, etc.

(d) external training, both general and specialized, at academic institutions, senior service schools, commercial and industrial facilities, and similar institutions. Training of this type is available both full-time and part-time.

(e) foreign language training, internal and external, including overseas, to satisfy the extensive needs of Agency personnel in performance of duties abroad and at Headquarters.

Specific courses and opportunities in each of these categories are described in detail in the plan developed by OTR.

(3) Brief History

(a) This entire effort was given marked impetus with the appointment of Mr. William E. Colby, first as Acting Executive Director-Comptroller in late 1971, and by his formal appointment to the

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position on 1 March 1972. He has called upon the Office of Personnel to provide an overall personnel development plan within the Agency and directed the Office of Training to integrate its own training profile, with particular emphasis on management and information science training, with the personnel development program now under study in the Office of Personnel. At the same time, Mr. Colby instructed OTR to incorporate elements of management and information science training into its core courses so that larger numbers of Agency officers would benefit from increased knowledge about these fields.

(b) By the close of FY 1972, several steps had already been taken to implement these directives. OTR has acquired control of the Information Science Center, described in Major Developments (D. 3) and is planning to introduce elements from ISC training programs into three of its courses by end of Calendar 1972 and into at least two others by the end of the current fiscal year. ISC's basic courses will also be available to larger numbers of Agency officers than previously, when the Center was under management of the Defense Intelligence School.

(c) Largely as a result of Mr. Colby's stress on management training, OTR incorporated two management courses--the Managerial Grid and the Fundamentals of Supervision and Management--into its program of core courses. Additionally, elements of management training have already been included in other core courses (Intelligence and World Affairs and the Senior Seminar) and will be introduced into another (the Midcareer Course) in fall 1972.

e. [redacted] Program 25X

(1) In FY 1972 the one-day [redacted] briefings and film was given 79 times to a total of 1266 employees, representing the following major components: O/DCI-1; CS-671; Support-514; Intelligence-42; Science and Technology-38. 25X

(2) On 9 November 1971 the program was made mandatory by the Deputy Director for Plans for employees being assigned to field stations classified B, C, or D in the listing of hazardous areas. The requirements has come to be applied to employees on TDY. The two factors brought a sharp increase in both attendance and the number of presentations of the program.

(3) Brief History

[redacted] 25X

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The program was developed jointly with the Psychological Services Staff of OMS. The first course was presented on 1 October 1970. On 9 November 1971 it was made mandatory for all personnel traveling to stations in high-risk areas.

f. Statistical Summary of Training Completed in FY 1972

(1) Internal

(a) For Agency employees, OTR conducted 64 courses (excepting those in foreign languages) in 350 separate classes, for a total attendance of 5900, representing 47,400 student days.

(b) In language training there were 212 classes (104 full-time and 92 part-time) for 558 students (93 carry-overs from FY 71) for a total of 18,700 student days. In addition, 11 classes at the first and second-year level were conducted for 129 employees in French, German, Russian, and Spanish, for a total of 1800 student days.

(c) The staff of Agent and Liaison Training conducted 128 programs, involving 422 trainees. Among these trainees, 88 were U.S. contract (or staff) agents; 251 were liaison contacts; and 83 were field agents. Thirty-six countries were represented by these trainees. Eight programs were conducted in French; eight in Spanish; and two in German.

(2) For Non-Agency personnel 164 briefings (one hour to 2 days) were conducted for audiences totaling 4600. This total includes 21 academic and 10 business groups.

(3) External Training

OTR administered the Agency's external training program which required processing applications totaling 2750 for approximately 1350 courses and involving 275 domestic facilities. In this total were applications of those senior officers attending programs under the purview of the Training Selection Board.

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g. *Management Improvement

(1) Curriculum Council and Board of Visitors

(2) Centralization of OTR's Headquarters components

(3) Records: Survey and Microfilming

* To be included in OMB's Management Review and Improvement Program

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ATTACHMENT B

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Office of Training
Fiscal Year 1972

I. Major Developments

B. New Coverages

1. Economics

a. Chronology

July 1971	PFIAB requested DCI to increase priority on production of intelligence, international economic affairs.
23 February 1972	First meeting between Deputy Chief of the School of Intelligence and World Affairs and Dr. Maurice Ernst, Director of Office of Economic Research, CIA, to discuss proposal and to examine suggested coverage. Initial agreement reached to present the Seminar to a large Agency audience.
27 April 1972	Meeting with DC/SIWA and D/OER to discuss final arrangements for the Seminar.
5 May 1972	Special Bulletin (OTR), No. 7-72, to All Training Officers in the Agency. Text included background, purpose, and content of scheduled Seminar.
30 May 1972	Seminar conducted in Auditorium at Headquarters for a total of 320 Agency employees.

B

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SENSITIVE SOURCES

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b. Key Documents

Memo to DCI from PFIAB, dtd July 1971.

OTR Special Bulletin 7-72, dtd 5 May 72, subj: New Directions in CIA's Support of US International Economic Policy.

2. Narcotics

a. Chronology: Training for Agency Personnel

15 May 1972	First meeting of Working Group on Drug Abuse. Chaired by [redacted] [redacted] Deputy Director of Personnel, with representatives from OMS, Security, FE Support, and OTR.
30 May	Working Group meeting.
6 June	Working Group meeting. Discussion of drafts of: Statement of Understanding, to be filled in by employee-parents going overseas; book dispatch requesting information from stations and bases; Agency Notice announcing Drug Abuse Seminar.
13 June	Working Group meeting.
16 June	Memo sent to DD/S with drafts of book dispatch, brief outline of coverage in Drug Abuse Seminar; draft Statement of Understanding; and draft Headquarters Notice.

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FY 1973

3 July 1972	Working Group meeting. Final revisions of Headquarters Notice.
10 July	[redacted] published for scheduled presentation. 25X1

b. Chronology: Training for Non-Agency Personnel

November 1969	Request from BNDD to provide instruction and guidance in clandestine methods and techniques. OTR counter-proposed that BNDD's training program be surveyed in terms of specific needs. 25X1
March 1970	Formal request for survey received from BNDD. [redacted] OTR, conducted three-week survey. No specifics in the way of assistance were detailed.
October 1970	BNDD presented two-day briefing on narcotics and drugs to 500 Agency personnel in the Auditorium.
November 1971	BNDD requested basic tradecraft instruction for four to five officers going abroad. Request was withdrawn.
December 1971	BNDD requested training in "intelligence operations" for selected officers.
April 1972	OTR, DDI and CI/Liaison officers gave a one and one-half day briefing at BNDD Headquarters for 18 Regional Intelligence Officers assigned in the U.S. and Mexico. Presentations concentrated on the intelligence community, intelligence processing and production, operational concepts in clandestine collection, and the scope and character of our narcotics intelligence responsibilities.

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c. Key Documents: Training for Agency Personnel

Minutes of the Working Group on Drug Abuse, 15 May, 30 May, 6 June, and 13 June. 25X1

Memo for DD/S from [redacted] DD/Pers, subj: Drug Seminar Program, dtd 16 June 72.

FY 73 25X1

[redacted] Drug Abuse, not dated (July).

d. Key Documents: Training for Non-Agency Personnel

Memo to DD/P from CI/Liaison, dtd 8 June 1970, subj: Support to BNDD - Training in Clandestine Operations. 25X1

Memo for DTR from [redacted] OS/TR, dtd 14 April 1970, subj: Survey of Training in BNDD.

Memo for DD/S from DTR, dtd 7 May 1970, subj: Support of Training Program Conducted by NBDD.

OTR Special Bulletin 19-70, dtd 18 Sept 1970, subj: Narcotics and Dangerous Drugs (Announcement of Forum in Auditorium on this subject) 25X1

Memo to [redacted] from John Parker, AC/Strategic Intelligence Office, BNDD, dtd 23 Nov 71, subj: Tradecraft Training. 25X1

Memo to [redacted] from John Parker, BNDD, dtd 7 Dec 71, subj: Training.

Memo for DTR from DC/OS/TR, dtd 13 Jan 72, subj: BNDD Training Request. 25X1

Memo for DD/P from [redacted] dtd 26 Jan 72; subj: Agency Participation in Conference of BNDD Regional Intelligence Officers.

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d. Key Documents (Con't)

Memo for DTR from DC/OS/TR, dtd 28 April 72, subj: Intelligence Briefing for BNDD Personnel.

Memo to [redacted] from Egil Krogh, Jr., ExDir, Cabinet Committee on Narcotics Intelligence Control (CCINC), dtd 13 April 72, subj: Specialized Training for Narcotics Agents Assigned Overseas.

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Memo to Egil Krogh, ExDir of CCINC from James [redacted] CIA Member, Working Group of CCINC, dtd 9 May 72, subj: Specialized Training for Narcotics Agents Assigned Overseas.

3. Southeast Asia

Chronology and Key Documents are represented in memoranda of request to the DTR for instructional and operational support.

D. CIA in the Intelligence Community

1. Training for Community Agencies

a. Defensive Driving 25X1

(1) Chronology

19 May 1970	WH Division requests Weapons training.
22 July 1970	Initial test [redacted] conducted.
24 September 70	Preliminary report of vehicular testing disseminated to WH field stations.
October 1970	Instruction in "Defensive Driving" given to WH personnel.
12 November 70	Paper prepared on "Countering Vehicular Kidnapping"

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(2) Key Documents

Memo to DTR from C/WH, dtd 19 May 70, subj: Weapons Training for WH Division.

[redacted]

Memo to DCI from DD/P, dtd 1 Sept 70, subj: Planning by WH Division to Cope with Kidnaping (sic), w/att.

Paper, prepared by OTR Instructors, dtd 12 Nov 70, subj: Countering Vehicular Kidnapping. 25X1

Memo to DTR from [redacted] dtd 22 Dec 70, subj: Countering Vehicular Kidnapping Attempts. 25X1

Book Dispatch 7748, dtd 3 March 71, subj: Countering Vehicular Kidnapping Attempts.

Memo to DDP/TRO from [redacted] dtd 5 May 71, subj: Weapons Training and Handgun Qualification.

b. [redacted] 25X1

Memoranda to DTR requesting training.

c. [redacted] 25X1

None: Instruction is handled by PSS/OMS.

d. Briefings

No Chronology or Key Documents

2. Information Science Training Program

a. Chronology

June 1965	Recommendation for information science training by the President's Foreign Intelligence Advisory Board (PFIAB).

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a. Chronology (Con't)

February 1967	Completion of a USIB study on systems training for intelligence personnel in response to the PFIAB recommendation.
March 1967	Request to the Secretary of Defense by the Director of Central Intelligence for the development of specialized information science courses for the Intelligence Community.
December 1967	Establishment of the Information Science Center at the Defense Intelligence School.
March 1972	Closing of the Information Science Center by the Defense Intelligence Agency.
May 1972	Assumption of responsibility for operation of an Information Science Training Program in FY 1973 pending determination of longer-range requirements.

b. Key Documents

PFIAB memo to the President, dtd 15 Jun 65, subj: U.S. Intelligence Community Capabilities for Handling Intelligence Information.

CODIB-D-113/5.7, dtd 2 Feb 67, subj: Systems Training for Intelligence Personnel.

DCI memo to the Secretary of Defense, dtd 25 Mar 67, subj: Establishment of Training Courses at the Defense Intelligence School in the Application of Information Science Technology to Intelligence.

Secretary of Defense memo to the Director, DIA, dtd 13 Jun 67, subj: Training of Intelligence Personnel in Information Science Technology.

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b. Key Documents (Con't)

DIA memo, dtd 26 Dec 67, subj: Establishment of the Information Science Center, DIAJT.

DIA memo for the Chairman, USIB, dtd 3 Feb 72, subj: Closure of the Information Science Center.

Ltr from ExDir-Compt, CIA, to DIA, dtd 23 May 72.

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II. Major Accomplishments and Failings

D. Support

1. Training

a. CIA Senior Seminar

(1) Chronology

Reference Brief History

(2) Key Documents

Memo to ExDir-Compt, through DD/S, from DTR, dtd 16 Nov 70, subj: Proposal for a Senior Seminar.

Memo to ExDir-Compt, through DD/S, from DTR, dtd 27 May 71, subj: Announcement of the Senior Seminar, w/att subj: Senior Seminar.

Memo to ExDir-Compt, through DD/S, from DTR, dtd 24 June 71, subj: Security Clearances for the Senior Seminar.

Memo to ExDir-Compt, through DD/S, from DTR, dtd 8 July 71, subj: Papers on the Senior Seminar, w/att.

Memo to ExDir-Compt from DTR, dtd 17 Dec 71, subj: Senior Seminar.

Memo to DTR from ExDir-Compt, dtd 7 Jan 72, subj: Senior Seminar.

Memo to Deputy Directors from ExDir-Compt, dtd 14 Jan 72, subj: Senior Seminar.

Memo to DTR from C/SS, dtd 14 Dec 71, subj: Evaluation of the Senior Seminar, w/atts. (Report on Senior Seminar One)

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(2) Key Documents (Con't)

Memo to DTR from C/SS, dtd 15 May 72, subj: Report on Senior Seminar Two, w/atts.

b. Language Development

(1) Chronology

None

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(2) Key Documents

Annual Report of the Language Development Committee to the Director, dtd 21 July 1972.

[redacted] dtd 4 Nov 70, subj: Language Development Program, (currently under revision).

[redacted] dtd 12 March 71, subj: CIA Language Incentive Program. 25X1

Language Highlights, Volume I, dtd August 71, and Volume II, dtd Jan 72.

c. Career Training Program

(1) Chronology

None

(2) Key Documents

The Career Training Program Statement of Purpose and Plan of Operation, dtd 18 Feb 70.

d. Training and Personnel Developments

(1) Chronology

Reference Brief History

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(2) Key Documents

Memo to ExDir-Compt Designee from DTR, dtd 3 Jan 72, subj: Management Training.

Memo to DTR from ExDir-Compt Designee, dtd 14 Jan 72, subj: Management Training.

Memo to ExDir-Compt from DTR, dtd 17 Apr 72, subj: Training and Career Development.

Memo to ExDir-Compt from DTR, dtd 5 May 72, subj: Management Training.

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e. [redacted] Program

(1) Chronology

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22 November 1968	Prisoner Exploitation Committee (P. E. C.) sends recommendation for Agency-wide [redacted] Training to the DD/S.
19 February 1969	DD/S indicates interest in proposal but requests additional details on Agency experience in this field and a detailed proposed training program.
29 November 1969	P. E. C. answers DD/S memorandum on 19 February.
20 February 1970	P. E. C. proposal sent to ExDir-Compt.
12 March 1970	Proposal presented to Deputy Director's meeting. Deputy Directors defer consideration of proposal until after their representatives attend a test running of the course.
8 April 1970	Test running of the [redacted] course presented for the representatives of the Deputy Directors.

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2 June 1970	DD/S notified the P. E. C. of Deputy Directors' unanimous approval of training proposal at their meeting on 13 May 1970.
10 October 1970	First running of [redacted] course. 25X1
9 November 1971	[redacted] course made mandatory for all personnel being sent to areas in the B, C, and D category of areas of risk.

(2) Key Documents

Memo to DD/S from Chairman, Ad Hoc Committee on Prisoner Exploitation, dtd 22 Nov 68, subj: Progress Report and Recommendations of the Ad Hoc Committee on Prisoner Exploitation.

DD/S 69-0461, memo for Chairman, Ad Hoc Committee on Prisoner Exploitation from DD/S, dtd 19 Feb 69, subj: Progress Report and Recommendations of the Ad Hoc Committee on Prisoner Exploitation.

Memo for DD/S from John R. Tietjen, D/OMS, dtd 29 Nov 69, subj: Report on Committee on Prisoner Exploitation.

DD/S 70-0586, memo for ExDir-Compt from DD/S, dtd 20 Feb 70, subj: Ad Hoc Committee on Prisoner Exploitation. 25X1

DD/S 70-1027, memo for D/OMS and DTR from DD/S, dtd 12 Mar 70, subj: [redacted]

DD/S 70-2159, memo for the Chairman, Ad Hoc Committee on Prisoner Exploitation from the DD/S, dtd 2 June 70, [redacted]

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ATTACHMENT B

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Memo for D/MS and DTR from DD/S, dtd 8 Jun 70, subj: [redacted] Training.

Memo for All Division and Staff Chiefs from Chief, Operational Services, dtd 9 Nov 71, subj: [redacted]

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