

43

CONFIDENTIAL

2 October 1973

MEMORANDUM FOR: Director of Training

THROUGH : Chief, Functional Training Division

SUBJECT : Course Report - Management and  
Services Review: Trends and  
Highlights No. 43 (1-74)

25X1A

1. The forty-third running of the Management and Services Review: Trends and Highlights was conducted at [REDACTED] 17-21 September 1973. Forty-five students attended: 33 men and 12 women; four of the students were black. The Class Profile, Course Schedule, Student Roster and Student Critiques are Attachments A, B, C and D respectively.

25X1A

2. The critiques reflect dissatisfaction with Supply Division (more history than Highlights or Trends) and Office of Joint Computer Support (too much technical jargon), but were generally favorable. I intend to discuss the "Dissatisfaction" with the OL and OJCS representatives.

3. The two new presentations in addition to Office of Joint Computer Support, Office of Planning, Programming & Budgeting and Equal Employment Opportunity, were well received. Mr. [REDACTED] had no trouble keeping the interest of the class. Miss [REDACTED] spoke for no more than 15 minutes on Equal Employment Opportunity but the question/answer period, plus the class inter-play made the next 35/40 minutes breeze by. Although there was some emotion shown in some of the question/discussions, I feel the Equal Employment Opportunity subject was a good idea and should remain in the course.

25X1A  
25X1A

E2 IMPDET CL BY 054859

CONFIDENTIAL

4. In preparation to transferring the administration of this course to the Intelligence Institute, [REDACTED] monitored and assisted in this running. It seems he should have no trouble with it. It was decided that the training assistant from that office will contact the current training assistant to effect a smooth takeover of those duties.

25X1A

5. All speakers attended as scheduled except:

25X1A

[REDACTED]

25X1A

[REDACTED] for John F. Blake

[REDACTED]

25X1A

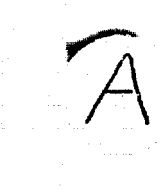
Course Administrator

Attachments:

- A. Class Profile
- B. Course Schedule
- C. Student Roster
- D. Student Critiques

CONFIDENTIAL

Approved For Release 2000/05/08 : CIA-RDP78-03572A000100030005-7



Approved For Release 2000/05/08 : CIA-RDP78-03572A000100030005-7

CONFIDENTIAL

MANAGEMENT AND SERVICES REVIEW:

TRENDS & HIGHLIGHTS

17-21 Sept 1973

CLASS PROFILE

Directorates:	DDM&S	29
	DDS&T	1
	DDI	2
	CT Program	13

Age: Average - 35 years  
Range - 20 - 57 years

Agency Service: Average - 8.4 years  
Range - 2 months - 24 years

Grade: Average - GS 09.6  
Range - GS-04 to GS-14

EEO Data: Females 12  
Blacks 4

CONFIDENTIAL

Approved For Release 2000/05/08 : CIA-RDP78-03572A000100030005-7

B

Approved For Release 2000/05/08 : CIA-RDP78-03572A000100030005-7

C O N F I D E N T I A L

MANAGEMENT AND SERVICES REVIEW

TRENDS AND HIGHLIGHTS

Course No. 1-74

(Forty-Third Running)

17-21 Sept 1973

25X1A

Seminar Room, Administration Building  
[REDACTED]

OFFICE OF TRAINING

Course Administrator: [REDACTED]

Training Assistant: [REDACTED]

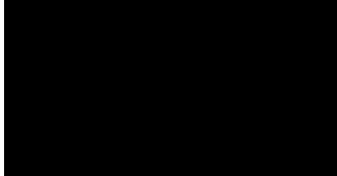



25X1A

Office: Room 205, Chamber of Commerce Building, Ext. 3567

E2 IMPDET CL BY 054859

C O N F I D E N T I A L

Monday, 17 Sept

1000-1040	Welcome, Administration and Security		25X1A
		Course Administrator Office of Training	25X1A
1050-1150	CIA and National Security		
		Briefing Officer, School of Intelligence and World Affairs, Office of Training	
1150-1300	Lunch		
1315-1415	The Role of the Special Support Assistant to the Deputy Director for Management & Services		25X1A
		Special Support Assistant to the Deputy Director for Management & Services	
1430-1545	Office of Finance: Trends and Highlights	<u>Thomas B. Yale</u> Director of Finance	
1600-1650	Tomorrow Is Infinitely Better		25X1A
		Director of Planning, Programming & Budgeting	

SOCIAL HOUR & DINNER



CONFIDENTIAL

Tuesday, 18 Sept

0830-0915	Office of Joint Computer Support Overview	[REDACTED] Deputy Director, OJCS	25X1A
0915-1000	Data Handling Concepts in MAP (Management Assistance Programs)	[REDACTED] Office of Joint Computer Services	25X1A
1000-1045	Data Access Centers for MAP	[REDACTED] Office of Joint Computer Services	25X1A
1100-1200	Office of Training: Trends and Highlights	<u>Alfonso Rodriguez</u> Director of Training	
1200-1300	Lunch		
1310-1400	Agency Records Management	[REDACTED] Special Assistant for Information Control	25X1A
1415-1515	Microfilm Programs	[REDACTED] Chief, Microfilm Programs Branch	25X1A
1530-1630	Tour of Records Center	[REDACTED] Chief, Agency Archives & [REDACTED] Chief, Agency Records Center	25X1A 25X1A

SOCIAL HOUR & DINNER

CONFIDENTIAL



Wednesday, 19 Sept

25X1A	0815-0830	[REDACTED]	
	0845-1015	Office of Communications: Trends & Highlights	[REDACTED] 25X1A Director of Communications
	1030-1200	Communications Training	[REDACTED] 25X1A Office of Communications - Services/Career Management Division, [REDACTED] Communi- cations School 25X1A
25X1A	1200-1245	[REDACTED]	
	1245-1300	Introduction to Covert Engineering	[REDACTED] 25X1A Chief/Office of Communications- Engineering/Covert Engineering Division/Covert Communication Facility
	1300-1430	TOUR-Covert Communi- cations Facility	
25X1A	1430-1445	[REDACTED]	25X1A
	1500-1550	Operational Medicine	[REDACTED] Chief, Operational Division, Office of Medical Services
	1600-1650	Selection Processing - Activities	[REDACTED] 25X1A Chief, Selection Processing Division, Office of Medical Services

SOCIAL HOUR & DINNER

CONFIDENTIAL

Thursday, 20 Sept

0845-1215	Security Trends & Highlights. An overview of current security missions and functions with emphasis upon new developments in the security field.	<u>Howard Osborn</u> Director of Security & Office of Security Representatives	
1215-1320	Lunch		
1320-1430	Personnel Benefits and Services	 Chief, Benefits and Services Division, Office of Personnel	25X1A
1440-1540	The Agency Retirement Program and Retirement Services	 Chief, Retirement Affairs Division, Office of Personnel	25X1A
1550-1650	Office of Personnel: Trends and Highlights	<u>John F. Blake</u> Director of Personnel	

SOCIAL HOUR & DINNER

CONFIDENTIAL

C O N F I D E N T I A L

Friday, 21 Sept

0830-0925	Introduction to Logistics Hqs. Logistics Support Problem and Support Rendered by Real Estate & Construction Facilities	<u>Francis Van Damm</u> Director of Logistics	
0940-1025	Agency Depot System & Material Support to Over- seas Operations	[REDACTED] Deputy Chief, Supply Division, OL	25X1A
1030-1105	Procurement & Contract- ing for Materiel & Services	[REDACTED] Deputy Chief, Pro- curement Division, OL	25X1A
1115-1200	Support Rendered by the Printing Services Facilities	[REDACTED] Chief, Printing Services Division, OL	25X1A
1200-1315	Lunch		
1315-1410	Equal Employment Opportunity	[REDACTED] Deputy Director of Equal Employment Opportunity Programs	25X1A
1430-1520	Meeting with the Deputy Director for Management and Services	<u>Harold L. Brownman</u>	
1520-1540	Final Administration	[REDACTED]	25X1A

C O N F I D E N T I A L

Approved For Release 2000/05/08 : CIA-RDP78-03572A000100030005-7

2

Approved For Release 2000/05/08 : CIA-RDP78-03572A000100030005-7

*BEST COPY*

*Available*

25X1A

Approved For Release 2000/05/08 : CIA-RDP78-03572A000100030005-7

Next 2 Page(s) In Document Exempt

Approved For Release 2000/05/08 : CIA-RDP78-03572A000100030005-7

42



ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Management and Services Review: Trends and Highlights Course Report

FROM: 25X1A [REDACTED] EXTENSION: 3567 NO. 43 (1-74) DATE: 2 October 1973

TO: (Officer designation, room number, and building) DATE RECEIVED FORWARDED OFFICER'S INITIALS COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.	AC/FTD/M&A	3 Oct.	ck		<p><u>Don</u></p> <p>1. CAN this course be reduced to 3 days?</p> <ul style="list-style-type: none"> <li>- by headquarters</li> <li>- by 30 min. between</li> <li>- by A mini-overall briefing here before proceeding to [REDACTED] 25X1A</li> <li>- by video-tape presentation</li> <li>- or by [REDACTED]</li> </ul> <p>2. Could a simple 3 day package be designed for [REDACTED] approval? 25X1A</p> <p>3. What population remains to be [REDACTED]?</p>
2.					
3.	C/FTD 616 C of C	10/4	ck		
4.					
5.	AC/PDS 1025 C of C	10/5	ck		
6.	25X1A				
7.	[REDACTED]	1973	ck		
8.	[REDACTED]	10/23	ck		
9.	AC/FTD/M&A 205 C of C	10-21	ck		
10.					
11.	Chief Instructor 25X1A		ck		
12.	Tell [REDACTED]				
13.	25X1A				
14.	[REDACTED]				
15.	[REDACTED]				

next time under lets make it II, not SIMA.