

2 July 1973

MEMORANDUM FOR: Director of Training
THROUGH : Chief, Support School
SUBJECT : Course Report - Management and
Services Review: Trends and
Highlights No. 42 (6-73)

25X1A

1. The forty-second running of the Management and Services Review: Trends and Highlights was conducted at [REDACTED] 4-8 June 1973. Fifty students attended: 39 men and 11 women; two of the students were black. There were 16 CT's in the class. The Class Profile, Course Schedule, Student Roster and Student Critiques are Attachments A, B, C and D respectively.

25X1A

2. The critiques reflect no new suggestions but were generally quite favorable.

3. The addition of the Offices of the Joint Computer Services and Planning, Programming and Budgeting to the Management and Services Directorate suggests the probability of a change in the "SIPS" presentation, plus, hopefully, the addition of a presentation by the Director of Planning, Programming and Budgeting. In addition to these changes, I suggest that we add a Female Officer to speak at future runnings of the course. I discussed this possibility with [REDACTED] Deputy Director, Equal Employment Opportunity Program and she said she would be willing to participate in the T&H Course. These changes will require rescheduling of times and/or days of the week of the various speakers. The Office of Logistics will have to cut back their total time from 5 hours and 50 minutes to approximately 3½ hours. (A tentative schedule is attached)

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4. All speakers attended as scheduled except:

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25X1A

[REDACTED] for John F. Blake

[REDACTED]
Robert S. Wattles for Harold L. Brownman

25X1A

[REDACTED]
Course Administrator

Attachments:

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

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Proposed Trends & Highlights Schedule Starting September 1973

Monday:

1000-1040 Welcome, Administration
and Security

1050-1150 CIA and National Security

1150-1300 Lunch

1310-1400 Records Management

1415-1515 Microfilm

1530-1630 Tour Records Center

Tuesday:

0830-1045 Medical Services

1100-1200 Training

1315-1415 The Role of the Special
Support Assistant to the
Deputy Director for
Management & Services

1430-1545 Finance

1600-1700 Planning, Programming &
Budgeting

Wednesday:

25X1A

0815-0830 [REDACTED]

0845-1015 Office of Communications:
Trends and Highlights

Wednesday: (cont'd)

25X1A

1030-1200 Communications Training
1200-1245 Lunch [REDACTED]
1245-1430 Tour - Covert
 Communications Laboratory
1500-1700 Office of Joint Computer
 Services (SIPS)

Thursday:

0845-1215 Security Trends & Highlights
 An overview of current security
 missions and functions with
 emphasis upon new developments
 in the security field.
1215-1315 Lunch
1315-1700 Logistics

Friday:

0830-1200 Personnel
1200-1315 Lunch
1315-1410 Equal Employment Opportunity
1430-1515 Meeting with the Deputy Director
 for Management and Services
1515-1545 Critique and Final Administration

A

Management and Services Review:
Trends & Highlights

4 - 8 June 1973

CLASS PROFILE

Directorates:	DDM&S	30
	DDS&T	3
	DDI	1
	CT Program	16

Age: Average - 34
Range - 22 - 54 years

Agency Service: Average - 9 years
Range - 5 months (*) - 23 years
(*) CT Program

Grade: Average - GS-10
Range - GS-05 to GS-14

EEO Data: Females - 11
Blacks - 2

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B

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MANAGEMENT AND SERVICES REVIEW

TRENDS AND HIGHLIGHTS

Course No. 6-73

(Forty-Second Running)

4-8 June 1973

25X1A

Seminar Room, Administration Building
[REDACTED]

OFFICE OF TRAINING

Course Administrator [REDACTED]
Training Assistant: [REDACTED]

25X1A

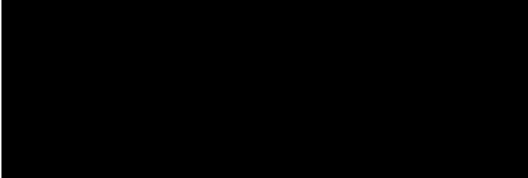



Office: Room 205, Chamber of Commerce Building, Ext. 3567

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Monday, 4 June 1973

1000-1040	Welcome, Administration and Security		25X1A
		Course Administrator, Office of Training	
1050-1150	CIA and National Security		25X1A
		Briefing Officer, School of Intelligence and World Affairs, Office of Training	
1150-1300	Lunch		
1300-1400	Office of Training: Trends and Highlights	<u>Alfonso Rodriguez</u> Director of Training	
1415-1515	The Role of the Special Support Assistant to the Deputy Director for Management & Services		25X1A
		D/Special Support Assistant to the Deputy Director for Management & Services	
1530-1630	Agency Records Management		25X1A
		Records Management Training Officer, OTR	

SOCIAL HOUR & DINNER

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Tuesday, 5 June 1973

0830-0945	Office of Finance: Trends and Highlights	<u>Thomas B. Yale</u> Director of Finance	
1000-1045	Introduction to Logistics	<u>John F. Blake</u> Director of Logistics	
1100-1200	Agency Depot System & Materiel Support to Overseas Operations	[REDACTED] Deputy Chief, Supply Division, OL	25X1A
1200-1310	Lunch and Exhibit	Exhibit: [REDACTED]	25X1A
1310-1350	Headquarters Logistics Support Problems	[REDACTED] Chief, Logistics Services Division, OL	25X1A
1400-1440	Procurement & Contract- ing for Materiel & Services	[REDACTED] Deputy Chief, Procurement Division, OL	25X1A
1450-1530	Support Rendered by Real Estate & Construction Facilities	[REDACTED] Deputy Chief, Real Estate & Construction Division, OL	25X1A
1540-1640	Support Rendered by the Printing Services Facilities	[REDACTED] Chief, Printing Services Division, OL	25X1A
1645-1700	Logistics Wrap-Up	<u>John F. Blake</u>	

SOCIAL HOUR & DINNER

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Wednesday, 6 June 1973




25X1A	0815-0830	[REDACTED]	
	0845-1015	Office of Communications: Trends and Highlights	[REDACTED] 25X1A Chief of Operations, Office of Communications
	1030-1200	Communications Training	[REDACTED] 25X1A Office of Communications
25X1A	1200-1245	Lunch [REDACTED]	
	1245-1430	Tour - Covert Communications Laboratory	[REDACTED] 25X1A Chief, Covert Communications Laboratory, Office of Communications
25X1A	1430-1445	[REDACTED]	
	1510-1600	Psychological Staff Activities	[REDACTED] 25X1A Chief, Psychological Services, Staff Office of Medical Services
	1610-1700	Office of Medical Services: Trends and Highlights	<u>Dr. John R. Tietjen</u> Director, Office of Medical Services

SOCIAL HOUR & DINNER

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Thursday, 7 June 1973

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 and Office of Security Representatives	
1215-1330	Lunch		
1330-1440	Personnel Benefits and Services	 Chief, Benefits and Services Division, Office of Personnel	25X1A
1450-1550	The Agency Retirement Program and Retirement Services	 Chief, Retirement Affairs Division, Office of Personnel	25X1A
1600-1700	Office of Personnel: Trends and Highlights	 Deputy Director of Personnel	25X1A

SOCIAL HOUR & DINNER

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Friday, 8 June 1973

0830-1050	Support Information Processing Systems	[REDACTED] Deputy Chief, Support Information Processing Systems (SIPS) Task Force	25X1A
		[REDACTED] Deputy Chief, Management Support Division, OCS	25X1A
		[REDACTED] Chief, Data Management Center Team, SIPS	25X1A
1100-1150	Microfilm Programs	[REDACTED] Acting Chief, Microfilm Programs Branch, Support Services Staff	25X1A
1200-1310	Lunch		
1310-1410	Tour of Records Center	[REDACTED] Chief, Agency Archives & [REDACTED]	25X1A
		[REDACTED] Chief, Agency Records Center	25X1A
1430-1515	Meeting with the Deputy Director for Management and Services	<u>Harold L. Brownman</u>	
1520-1540	Final Administration	[REDACTED]	25X1A

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ROUTING AND RECORD SHEET

42

SUBJECT: (Optional)

Management and Services Review: Trends and Highlights Course Report

FROM:

[REDACTED]
 205 C of C *LWC*

25X1A

EXTENSION

3567

NO.

DATE

2 July 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.	C/SUS	3 July 73	<i>EDJ</i>	<p>① On balance, the comments favor retaining the CT segment of the audience. The CTs themselves seem to find T&H very useful.</p> <p>② The next running is in mid-September. We hope that by then there will be less hesitancy to discuss "Trends"!</p> <p>③ I like the idea of having [REDACTED] on the program next fall.</p> <p>④ It's probably an appropriate time to cut back on the hog portion in order to get some other topics on the schedule.</p> <p><i>Agree. Also</i></p> <p>Anything that will break-up the solid lecturing would help.</p> <p>I would like to see all unnecessary coverage cut out or to a general tightening.</p>
2.				
3.	SA/CD 1026 C of C			
4.				
5.	EA	7/3/73	<i>3 July</i> <i>[Signature]</i>	
6.			25X1A	
7.	DTR	5 JUL 1973	<i>[Signature]</i>	
8.				
9.	C/SUS 205 C of C	9 July 73	<i>EDJ</i>	
10.				
11.	Chief Instructor		<i>LWC</i>	
12.				
13.				
14.				
15.	<i>DOTTIE</i>			