

NOTE:

Keep this material on  
top of file.

25X1A

 3/18/75

**SUBJECT:** Federal Executive Institute Share Allocations for Mini-Fiscal Year 1976  
(Session 36 of the Senior Executive Education Program)

**TO:** Assistant Director for Executive Operations and Evaluation  
Room 6R48  
Bureau of Executive Manpower  
U. S. Civil Service Commission  
1900 E Street, NW.  
Washington, D. C. 20415

**FROM:** Alfonso Rodriguez  
Director of Training  
Central Intelligence Agency  
Washington, D.C. 20505

**SEVEN-WEEK SENIOR EXECUTIVE EDUCATION PROGRAM:**

Check One

1. We agree to accept your allocation of shares for Session 36.
2. We agree to accept your allocation of shares for Session 36 and would like \_\_\_ added shares.
3. We cannot accept your allocation of shares in Session 36 and wish them adjusted as follows: \_\_\_\_\_.

**PLEASE RETURN THIS FORM NOT LATER THAN May 1, 1975.**

18 May 1975



Approved For Release 2001/08/28 : CIA-RDP78-04202A000100150004-4

U.S. CIVIL SERVICE COMMISSION  
FEDERAL EXECUTIVE INSTITUTE

ROUTE 29 NORTH  
CHARLOTTESVILLE, VIRGINIA 22903

March 7, 1975

Mr. Alfonso Rodriguez  
Director of Training  
Central Intelligence Agency  
Washington, D. C. 20505

Dear Rod:

For the mini-fiscal year of July-August-September, 1976, Federal agencies need to complete much of their planning while working on FY-1976 plans. To help with that, the Federal Executive Institute has completed its schedule for the mini-year, so far as the program for which share sales are allocated in advance.

Only one seven-week Senior Executive Education Program will be scheduled in the mini-year. All other time during that period will be devoted to short programs of one-week or less for which nominations will be received by the Institute on individual bases a few weeks in advance of the different programs.

The seven-week program, scheduled to begin on August 15, 1976 and run through Friday, October 1, 1976, is the same basic executive program scheduled at four times during FY-1976. It is described in detail in the enclosed Bulletin of the Institute.

The cost of the program for the short budget year will be \$2,500 -- the same cost as in both FY-1975 and FY-1976.

Allocation of shares to agencies for this seven-week program is determined, as for the full budget year, FY-1976, on the basis of specific executive development needs. In this case, it is also anticipated that, if the Federal Executive Development Program for high-potential GS-15's should be scheduled for this period, some agency shares would be credited for that purpose.

For this special Session 36 of FEI's Senior Executive Education Program, the Central Intelligence Agency is allocated 1 share.

We ask that you return the enclosed form to the Bureau of Executive Manpower by May 1, 1975. As these statements are received, purchase agreements will be sent to you for formal agency action. Transfer of funds will occur in compliance with schedules for mini-fiscal year.

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We at FEI appreciate your past support and the assistance of agencies and executives in development of plans for this seven-week program and for our special one-week programs scheduled for the mini-year, 1976.

Cordially yours,

A handwritten signature in cursive script, appearing to read "Chit", positioned above the typed name.

CHESTER A. NEWLAND  
Director

Enclosures (2)

11 March 1975

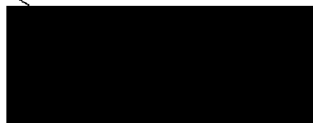
Mr. Rodriguez (via  25X1A

In summary, this letter projects FEI's plans for the mini-fiscal year of July through September 1976. They are asking us to contract for one space in the Seven Week Senior Executive Education Program to be run during that period.

I have alerted our Budget Office and recommend that we contract for this space.

If you agree, simply return this package to me and I will complete the necessary forms attached.

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*Agree!*  
*AM*