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U.S. CIVIL SERVICE COMMISSION
FEDERAL EXECUTIVE INSTITUTE

ROUTE 29 NORTH
CHARLOTTESVILLE, VIRGINIA 22903

December 20, 1974

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

Dear Rod:

This letter and the enclosed Bulletin contain information about the residential training programs of the Federal Executive Institute which are scheduled for Fiscal Year 1976 and shares allocated for purchase by the Central Intelligence Agency.

Just as in Fiscal Year 1975, the FEI has scheduled two major categories of programs for next fiscal year: four sessions of the seven-week Senior Executive Education Program and four sessions of the three-week Executive Leadership and Management Program. Some short courses which are also scheduled to be held in Charlottesville are described in the Bulletin, but those are handled on a reimbursable basis and are not the subject of this letter.

A wide array of course options is provided in the seven-week program to facilitate executive improvement in three areas of effectiveness: the environment of Federal executive performance, management systems and processes, and interpersonal and personal effectiveness. The program is designed for executives in grades GS-16 and above (or equivalent in other Federal pay systems), and it is open to persons in both career and non-career assignments. Occasionally, GS-15's will be enrolled, but they will be examined by the Bureau of Executive Manpower on a case-by-case basis, and they will be admitted only when a special executive development need exists in an agency and when enrollment will improve the composition of the FEI session.

The three-week program is designed to serve the needs of Federal executives at the critical time of transition into executive-level responsibilities. The curriculum focuses on executive roles, and it provides for individual assessment and goal-setting; identification of government-wide and agency perspectives in organization, management, and programs; and identification of resources for continued executive development and accomplishment. The course is open only to executives within 18 months after their initial entry into a position at grade GS-16 and above, or equivalent. Persons in both career and non-career assignments are eligible.

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The number of persons attending these programs is determined on the basis of an agency's specific executive development needs. For Fiscal Year 1976 the attendance shares are again being allocated by the Bureau of Executive Manpower of the U. S. Civil Service Commission. Because of its intimate relationship with the establishment of supergrade positions and its qualifications approval of candidates for these positions, we believe that the Bureau is in a better position to discuss executive development needs with you and your representatives than we are at FEI. At your convenience, your Agency Officer in the Bureau of Executive Manpower will be pleased to discuss the specific aspects of your executive development plans as they relate to the FEI nominations. On the other hand, if you wish to discuss the FEI programs in general, please feel free to contact us here at the Federal Decutive Institute.

The four sessions of the seven-week Senior Executive Education Program are scheduled as follows:

- Session 32 Sunday, September 7 - Friday, October 24, 1975
- Session 33 Wednesday, October 29 - Wednesday, December 17, 1975
- Session 34 Sunday, February 29 - Friday, April 16, 1976
- Session 35 Sunday, May 9 - Friday, June 25, 1976

The four classes of the three-week Executive Leadership and Management Program are scheduled as follows:

- Class 5 Monday, July 21 - Friday, August 8, 1975
- Class 6 Monday, August 11 - Friday, August 29, 1975
- Class 7 Monday, January 5 - Friday, January 23, 1976
- Class 8 Monday, January 26 - Friday, February 13, 1976

For Fiscal Year 1976 the cost per share in the seven-week program is again \$2,500 and for the three-week program it is \$1,100. Those amounts cover basic costs involved in operating the sessions, including books, materials, and room and board. Travel is not included, and a small per diem of \$2.50 is commonly provided by the agency. Additionally, optional field trips are offered during the seven-week program, for which the sponsoring agency is responsible for payment of all travel and per diem costs incurred by the traveler.

For the seven-week program, your agency is allocated 7 of the shares available for Fiscal Year 1976 in the sessions listed below:

Session 32	Session 33	Session 34	Session 35
<u>2</u>	<u>2</u>	<u>2</u>	<u>1</u>

For the three-week program, your agency is allocated 8 of the shares available for Fiscal Year 1976 in the classes listed below:

Class 5	Class 6	Class 7	Class 8
<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>

On page 51 of the enclosed Bulletin you will find a set of target dates for action on share purchases and nominations. The first deadline is February 21, 1975, by which time we ask that you return your statement of intention to purchase shares to the Bureau of Executive Manpower. A form for making that statement of intention is enclosed. As these statements are received, purchase agreements will be sent to you for formal agency action. Transfer of funds occurs shortly after the beginning of the fiscal year.

We at FEI appreciate your past support and the assistance of agencies and executives in the development of programs scheduled for Fiscal Year 1976. We hope to continue to work with you to merit your participation in the Institute's programs.

Cordially yours,



CHESTER A. NEWLAND
Director

Enclosures (2)