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70-2840

11 JUN 1970

**MEMORANDUM FOR:** Deputy Director for Intelligence  
 Deputy Director for Plans  
 Deputy Director for Science & Technology  
 Deputy Director for Support

**SUBJECT:** Approval of Full-time Academic Training

1. On 14 May 1970 I approved a recommendation of the Training Selection Board that the responsibility for approving full-time academic training be transferred from the Training Selection Board to the Deputy Directors, and that the Chairman, Training Selection Board and I be informed of such approvals. The Board believed, and I concurred, that the only place the proposal for academic training can be studied carefully enough, with full responsibility for the outcome and strict accountability for equating the selection with the Agency's needs as perceived by those who know the specific subject best, is in each Directorate.

2. The guidelines listed below are to be applied in considering sponsorship of academic training:

a. In recommending an individual for full-time academic training or for other external training programs, the prime criterion to be considered is the benefit that will accrue to the Agency by increasing the capabilities of that individual.

b. Employees should not be selected solely for the purpose of obtaining one or more academic degrees or for the purpose of obtaining a degree in order to qualify for a particular assignment (Government Employees Training Act, 1958).

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c. As stated in Agency regulation [REDACTED] full-time academic training may be provided for those individuals:

(1) who are qualified to meet the entrance requirements of the institution or training facility involved and the objectives of the proposed training;

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GROUP 1  
 Excluded from automatic  
 downgrading and  
 declassification

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(2) who have served at least one year of current, continuous civilian service in Government (this may be waived by the Director of Training on certification by the Deputy Director concerned that such training is essential to the Agency's mission);

(3) whose proposed training will satisfy an Agency need by increasing capabilities to perform a current duty assignment effectively or by preparing the individual for projected duty assignments requiring additional skills or responsibilities;

(4) For whom it is desirable that the Agency underwrite such training because the benefits gained correlate with the costs;

(5) who intend to continue in the service of the Agency and whose use within the Agency upon completion of the training has been determined by the Career Service concerned;

(6) whose attendance will not endanger operations or cover with which the individual is or has previously been associated; and,

(7) whose request for training has been approved by the Director of Training before actual enrollment.

d. In special cases, full-time academic training may justifiably serve the purpose of a sabbatical year even though such training is not strongly relevant to an individual's present or projected assignment. Career officers in the age range of 30 to 50 years with at least seven years' Agency service could be considered eligible for such a sabbatical.

e. Employees selected for full-time academic training of three months or more are required to sign an agreement to continue in service with the Agency for a period, dating from conclusion of the training program, of three times the duration of the training but no less than one year. A determination must be made that the employee who is sponsored for such training will in fact continue in service with the Agency.

f. Requests for full-time academic training for individuals who are under cover, or for whom cover arrangements are required, will be forwarded to the Chief, Central Cover Staff before being transmitted to the Office of Training.

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g. In all cases, those individuals sponsored for academic training should be promising employees who are strong performers and who have demonstrated potential for future growth and development.

3. It is essential that such training requests are approved by you personally or by your Assistant Deputy Director; there is to be no delegation of authority below this level.

/s/ L. K. White

L. K. White

Executive Director-Comptroller

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