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Approved For Release 2001/03/30 : CIA-RDP78-06207A000200100002-3

DD/S 68-1864

67-5595/10

12 APR 1968

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Inspector General's Survey of the Office of Training

REFERENCE : (a) Memo dtd 8 Mar 68 to DD/S fr Exec Dir-Comp
same subject

(b) Memo dtd 5 Feb 68 to Exec Dir-Comp fr DD/S
same subject

1. This memorandum contains a recommendation in paragraph 2 for your approval.

2. We have reviewed our previous comments on Recommendation No. 5 of the Inspector General's Survey consonant with reference (a). We fully agree with the need for periodic reviews of the Agency training effort, and suggest an arrangement to achieve this review and monitoring without involving the already over-burdened Training Selection Board. We propose that the following procedure be established:

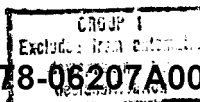
a. The Office of Training will immediately conduct a survey to ascertain that it has all appropriate information on all training conducted within the various Directorates.

✓ b. An ad hoc working group of senior OTR representatives, the senior training officer of the Directorate concerned, and the training officer of the component under study will be named to examine each training program for suitability of objectives, substance, training methods employed, the source and qualifications of instructors, and the quality of the instruction.

c. Components will be requested to coordinate the concept and development of new courses of training with the Office of Training and to obtain the approval of the Director of Training before implementation.

d. Each component will be requested to provide the Director of Training, with the approval of the respective Deputy Director, a semi-annual report on its training activities to include:

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- (1) Change in content or objectives of a given course.
- (2) An evaluation to determine whether the objectives of a course were met.
- (3) The number of course offerings and the number of employees trained during the six-month period.
- (4) The costs of such training activities.

A copy of these approved semi-annual reports will be submitted to the Executive Director-Comptroller for his information.

e. An ad hoc working group of OTR and component personnel, together with the senior training officer of the Directorate concerned, will be named to conduct an annual survey of each component's training effort.

3. We believe that the above procedures would assure a complete examining of the training efforts of Agency components by officers conversant with training objectives, procedures, etc. This would also permit the use of the Office of Training's School and Staff chiefs and chief instructors who have experience in developing new programs, refining objectives, evaluating performance of students, applying instructional techniques and who have been exposed to new training technological developments. Findings of these working groups will provide an umbrella review of the complete training effort.

4. It is recommended that you approve the procedures proposed in paragraph 2 above.

/s/
John W. Coffey
Acting Deputy Director
for Support

The recommendation in paragraph 2 is APPROVED with the understanding that the Director of Training will provide me with an annual report on all Agency training rather than semi-annual reports on each Agency component.

/s/ L MAY 1968
L. K. White
Executive Director-Comptroller