

14 JUN 1973

MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT : CIA Boards: Visitors and Overseers

1. This memorandum outlines a plan for the establishment of a CIA Board of Visitors and a CIA Board of Overseers, each tasked separately, to provide counsel and direction to the Director of Training in his development and execution of the Agency's training programs. The memorandum also has an attachment listing suggested members for appointment to the Board of Visitors.

2. The two bodies by their very make-up will serve two different purposes. The Board of Visitors, composed of broadly experienced leaders from outside CIA, would be expected to provide a critical overview of the relevance and quality of CIA's training programs and to bring into focus those external forces that impact on CIA and the preparation of its professionals to meet the changing requirements and challenges confronting the Agency. Members would also be expected to identify new trends, developments, and proven techniques in the private sector that may have applicability to the development of our officers in CIA. In essence, we would look to the Board to introduce in its recommendations, far-reaching changes in the kinds of training and the way training can be conducted effectively, to show OTR how to remain in the forward circle among its counterparts.

The Board of Overseers, all senior officials, would be concerned primarily with internal aspects of Agency training, surfacing requirements in which OTR could assist, through its instructional expertise and knowledge of external training resources, in providing solutions to specified requirements and management of training programs. The Board would in effect be Training's "eyes and ears" at top-management level and would be responsible for the follow-up to proposals submitted to the Director by the Board of Visitors. It would also assist in developing training doctrine to be reflected in programs conducted and sponsored by OTR and would work in consultation with the DTR to determine the effectiveness of Agency training.

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3. The Operating Plan

A. Board of Visitors

(1) Membership

Six persons: representatives of business, labor, and education, and other public or private citizens. Initially two members will represent universities; two from industry; one journalist; and one official from another Federal Agency. The Chairman will serve a term of two years and may be reappointed at the recommendation of the Board membership, with approval of the DCI.

(2) Meetings

No more than three a year unless determined differently by the Chairman, in consultation with the DCI. All meetings to be held in a CIA facility.

(3) Term

Six years; no longer. Initially, two members will hold office for two years (one from academia and one from industry); the second two members to leave the Board at the expiration of the fourth year; and the remaining two members to leave the Board at expiration of the sixth year.

If vacancies happen by resignation or otherwise after the original membership is determined, the Chairman, with the approval of the DCI, will appoint a new member to fill the term left vacant and who, after completing the term, may be reappointed for a period not to exceed a total of six years.

At no time will there be more than two representatives from a single category of occupations.

Fees

All members will be paid a prescribed fee for each day of consultation as members of the Board, except in the case of a Federal employee who will be considered a Government employee on the day (s) he attends meetings. OTR will provide funds. Travel cost and other costs associated with conduct of meetings will also be funded by OTR.

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(4) Secretariat

OTR will provide secretarial assistance to the Board. Minutes of all meetings will include the agenda, persons present, subjects discussed, decisions made, and will be signed by the Chairman and sent to the DCI.

(5) Agency participation

Two top-level Agency officers will attend meetings (one from OTR) of the Board to provide information to assist Board members in their determinations.

B. Board of Overseers

(1) Membership

Six members, to include the Associate Directors in each of the Directorates. The Chairman will be the Inspector General and the Director of Personnel will serve as an ex-officio member.

(2) Meetings

No more than four a year except at the call of the Chairman.

(3) Term

Two years, open to reappointment by the DCI. If for any reason an Associate Director is unable to serve on the Board, the Chairman will recommend a replacement, for the DCI's approval.

(4) Fees

Travel, per diem, and other costs that may accrue from serving on the Board will be funded by OTR.

(5) Secretariat

OTR will provide the required secretarial assistance. Minutes of all meetings will include the agenda, persons present, subjects discussed, and conclusion drawn, and will be signed by the Chairman and sent to the DCI and the DD/M&S.

4. The new CIA Board of Overseers with Associate Directors as members would cancel the existing Board of Visitors. Essentially, however, the Board of Overseers will be doing much of the work of its predecessor Board and OTR's position will be much the same. Elevating the Board will put it in direct line with the membership we expect will evolve with the Board of Visitors.

5. If you agree with what has been proposed here for the two Boards, I will prepare the necessary correspondence for Mr. Colby to his Deputy Directors. I suggest, however, that the subject be discussed at one of the CIA Management Committee's meetings and will be pleased to prepare any further information you may need for the meeting.

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Alfonso Rodriguez
Director of Training

Att

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