

S-E-C-R-E-T

ADMINISTRATION DIRECTORATE REVIEW:
TRENDS AND HIGHLIGHTS

Course #4-76

(Fifty-sixth Running)

13 - 16 April 1976

Seminar Room, Administration Building

25X1A

Intelligence Institute
OFFICE OF TRAINING

25X1A

Course Administrator:

Training Assistant :

OFFICE: Room 926 Chamber of Commerce Building, Extension 2452

S-E-C-R-E-T

ADMINISTRATION DIRECTORATE REVIEW:
TRENDS AND HIGHLIGHTS

Objective

The objective of the course is to update DDA careerists' knowledge and understanding of current activities, problems and trends in the Directorate and its various offices.

ADMINISTRATION DIRECTORATE REVIEW:
TRENDS AND HIGHLIGHTS #4-76
13 - 16 April 1976

Tuesday, 13 April

0945 Check-In

25X1A

1000 - 1020

Welcome

[REDACTED]

[REDACTED]

25X1A

The course begins with a welcome from the Director [REDACTED] and staff whose hospitality you will be enjoying this week. Our speaker will also take the opportunity to briefly explain the missions, functions and location of each of the four stations which make up [REDACTED] where we are located.

25X1A

25X1A

25X1A

1020 - 1050

Course Administration and Instruction

[REDACTED]
Office of Training

25X1A

1100 - 1200

Readings: DDA/History and Functions
DDA/Personnel Management Handbook

1200 - 1300

Lunch

1300 - 1400

Training Agency Personnel

[REDACTED]
Deputy Director of Training

25X1A

One of the major concerns of DDA careerists is to learn what types of training are available to Agency officers. [REDACTED] will describe new training requirements and what is being done to meet them.

25X1A

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Tuesday, 13 April (continued)

1415 - 1515

Developments in our
Medical Services


Charles A. Bohrer, M.D.
Director of Medical
Services

This will be an open forum on the features of the Agency's medical program. Our speaker will cover the various facets of this program from both the headquarters and overseas standpoint.

25X1A

1530 - 1630

The Status of Women
in the Agency


Deputy Director of
EEO, CIA, and Federal
Women's Program
Coordinator

The speaker will discuss the progress of women professionals in CIA. She will refer to activity in this regard in other agencies, pointing up likely developments and problems in affirmative action in the future.

SOCIAL HOUR AND DINNER

25X1A

1900 - 2030

The Agency and Its People
in the 70s


F.W.M. Janney
Director of Personnel

The Agency is using new tools for personnel management -- Annual Personnel Plan (APP) and Personnel Development Program (PDP). Our speaker will describe these and offer his views on trends which affect personnel management in the Agency.

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Wednesday, 14 April

0830 - 0930

Agency Financial Operations

Thomas B. Yale
Director of Finance

Agency financial operations are quite complex. Our speaker will describe some of them to you. He will also cover new streamlining techniques and the increasing use of computers which have been adopted by Finance to perform routine tasks.

25X1A

0945 - 1045

The Freedom of Information Act, the Privacy Act and Their Impact on CIA

██████████
Chief, Information and Privacy Staff

The Freedom of Information Act and the more recent Privacy Act have already had considerable impact on the working methods and procedures of Government agencies, including CIA. ██████████ will examine these acts, noting CIA's reaction to them. He will explore some of the problems raised for future management and personnel.

25X1A

25X1A

1100 - 1200

MBO in the Administration Directorate

██████████
Special Assistant to the Director of Training

Our speaker formerly Assistant for Resources, DD/A, will discuss the basic MBO theory; variations of its theory; the problems in institutional MBO systems in the public sector; and finally, the DD/A MBO System -- what we're doing now and some perspectives for the future.

1200 - 1330

Lunch

1300 - 1430

Managing the Agency's Records: Problems and Prospects

██████████
Chief, Regulations Control Branch

25X1A

██████████
Chief, Micrographics Branch and DC/ISAS

25X1A

██████████
Deputy Chief, Records Administration Branch

25X1A

██████████
Chief, Agency Archives

25X1A

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Wednesday, 14 April (continued)

The Information Systems Analysis Staff (ISAS) performs a wide range of Agency functions: managing the Agency records (including classification and declassification) and micrographics programs, providing for the temporary and permanent storage of official Agency records, coordinating word processing and copy machine acquisitions, and the editing and control of Agency regulations. Our speakers will highlight significant trends.

1445 - 1545 Overview of the Records Center and Tour

[REDACTED]
Chief, Agency Records Center

25X1A

25X1A

Our presence [REDACTED] affords us the opportunity to visit the Agency Records Center and Archives. Following a brief introduction in the classroom we will have a chance to see this at first hand.

25X1A

1600 - 1645 DDA Management and Advisory Group

[REDACTED]
OJCS

In 1973 the Deputy Director for Management and Services established the Management and Services Advisory Group (MSAG). Now called the Administration Directorate Management Advisory Group (ADMAG), its purpose is to identify and study issues and problems affecting plans, programs and actions of the Administration Directorate and to make recommendations.

SOCIAL HOUR AND DINNER

1900 - 2030 Support to Station Operations

[REDACTED]
Special Support Assistant to the DDA

25X1A

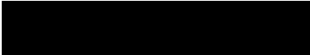
25X1A

A panel of senior Agency officers chosen from the DDA and the DDO will explore the support provided by the Administration Directorate at both the headquarters and the overseas station level. The Special Support Assistant will provide an overview of DDA support describing his role in assuring adequate and timely support to the DDO and in serving as a focal point for the DDO and the DDA in resolution of problems of mutual concern. A second panel member who is Chief of Support for a large area division will survey the many functions and activities of the headquarters element in support of overseas stations and discuss those which most occupy his attention and time. The third member will discuss the management of an overseas installation in terms of operational as well as administrative matters.

Thursday, 15 April

0845 - 0945

Communications in the
Next Decade



Director of
Communications

25X1A

25X1A

Your visit will begin with an overview of the Office of Communications by the Deputy Director. Our speaker will describe some very interesting new technologies being employed to meet the rising demand for vital communications during a period of declining resources.

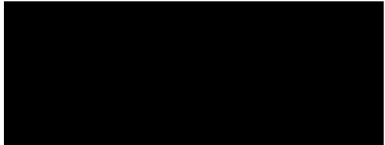
25X1A

0945 - 1000

Travel

1000 - 1215

Training in Agent and
Staff Communications



25X1A

25X1A

The Chief will briefly describe the activities of this modern and technically advanced complex and its neighbor, the Laboratory, where agent communications equipment is made. Following his remarks, the class will be divided into groups and will tour the training facilities.

25X1A

1215 - 1230

Return

1230 - 1300

Lunch

1300 - 1400

The Office of Logistics

Michael J. Malanick
Director of Logistics

As the world situation has changed in the last two years, and as CIA's role has changed to match, the Office of Logistics has had to modify its operations to meet these changes. Our speaker will describe some of these modifications and will identify significant factors that he believes will influence future logistic activities.


Thursday, 15 April (continued)

1415 - 1515 CIA's Computer Systems

Clifford D. May, Jr.
Deputy Director,
Office of Joint
Computer Support

The computer is here to stay in the Agency -- as an information processor, as an analytical tool, and as an aid to managers and management. As you have probably already discovered, the computer is increasingly affecting your working lives in CIA. The Director of OJCS will acquaint you with current Agency uses of computer systems and will describe the role and responsibilities of his Office. He will discuss his views on future use in the Agency, and will explain how to get computer support and assistance from his Office.

1530 - 1630 Equal Employment
Opportunity in CIA


Omego J. C. Ware, Jr.
Director, Equal
Employment Opportunity,
CIA

25X1A

The Director of Central Intelligence is firmly committed to achieve equal employment opportunities for all CIA employees. During this session, our speaker will present the record of minority employment in CIA, discuss the goals and problems established by the DCI for raising the level of minority employment, indicate the progress toward the goal of equal employment opportunity, and finally, describe the role all Agency supervisors have in helping the Agency reach the goals.

SOCIAL HOUR AND DINNER

1900 - 2030 The Office of Security, Part I

Robert W. Gambino
Director of Security

The Office of Security touches our lives in many ways because we work in a national security organization. Our speaker will present a broad overview of the missions and functions of the Office of Security, touching on new developments and current trends in all branches of security -- personnel, technical and physical. He will examine new challenges and the changing nature of the security threat that faces the Agency today.

