

ADMINISTRATIVE — INTERNAL USE ONLY

MEMORANDUM FOR: Administrative Officer,
Office of the Director

SUBJECT : Selection of Officers for the
CIA Senior Seminar

1. The procedure which we have followed to date in selecting officers to attend the CIA Senior Seminar has been for the Chairman of the Training Selection Board to ask the Office of the Director and each Directorate to nominate officers from which the Board selects the attendees. Our experience with this procedure indicates that, while it was useful when the Senior Seminar started, it is no longer necessary and may, in fact, be an impedance to career planning of senior Agency personnel. As we have had good experience with the allocation system used in selecting officers to attend the Midcareer Course, we are shifting to the same system for the Senior Seminar.

2. The Senior Seminar is now regularly scheduled to run two times a year with a maximum of twenty officers in each course or a total of forty attendees per year. The OTR Staff has studied the data from the Annual Personnel Plan and the distribution of eligible officers--GS-15s, supergrades and equivalent grades--within the Agency. This study indicates that the number of slots in the Senior Seminar for the Office of the Director in 1975 should be as follows:

Senior Seminar Seven	9 March-9 May 1975	One
Senior Seminar Eight	21 Sept.-26 Nov. 1975	None

Please submit nominations to the Director of Training for Senior Seminar Seven by 15 January 1975.

3. The data which the Office of the Director developed as part of the Annual Personnel Plan show that one officer has been designated for attendance in the Senior Seminar in the current fiscal year. Should one of the Directorates fail to use its total allocation, you will be advised in the event the O/DCI wishes to nominate additional officers.

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4. The other criteria for nominating of officers to attend the Senior Seminar remains unchanged. The course is limited to CIA career employees, including GS-15 officers who have the potential to advance to more responsible positions, supergrade officers, and equivalent grades.

John F. Blake
Deputy Director
for
Administration

Distribution:

- 0 & 1 - Adse.
- 2 - DD/A
- 2 - DTR
- 2 - II
- 1 - TAP

STATINTL

OTR/II/ [REDACTED] p-4/7,8 (25 Oct 74)

ORIGINATOR:

STATINTL

[REDACTED]
Alfonso Rodriguez
Director of Training

1 NOV 1974
Date

ADMINISTRATIVE — INTERNAL USE ONLY

MEMORANDUM FOR: Deputy Director for Intelligence
SUBJECT : Selection of Officers for the
CIA Senior Seminar

1. The procedure which we have followed to date in selecting officers to attend the CIA Senior Seminar has been for the Chairman of the Training Selection Board to ask each Directorate to nominate officer from which the Board selects the attendees. Our experience with this procedure indicates that, while it was useful when the Senior Seminar started, it is no longer necessary and may, in fact, be an impedance to career planning of senior Agency personnel. As we have had good experience with the allocation system used in selecting officers to attend the Midcareer Course, we are shifting to the same system for the Senior Seminar.

2. The Senior Seminar is now regularly scheduled to run two times a year with a maximum of twenty officers in each course or a total of forty attendees per year. The OTR Staff has studied the data from the Annual Personnel Plan and the distribution of eligible officers--GS-15s, supergrades and equivalent grades--among the Directorates. This study indicates that the number of slots in the Senior Seminar for your Directorate in 1975 should be as follows:

Senior Seminar Seven	9 March-9 May 1975	Four
Senior Seminar Eight	21 Sept.-26 Nov. 1975	Five

Please submit nominations to the Director of Training for Senior Seminar Seven by 15 January 1975 and for Senior Seminar Eight by 1 August 1975.

3. The data which your Directorate developed as part of the Annual Personnel Plan show that a total of 14 officers are planned for attendance in the Senior Seminar in the current fiscal year. Should another Directorate fail to use its total allocation, your Senior Training Officer will be advised in the event you wish to nominate additional officers.

4. The other criteria for nominating of officers to attend the Senior Seminar remains unchanged. The course is limited to CIA career employees, including GS-15 officers who have the potential to advance to more responsible positions, supergrade officers, and equivalent grades.

John F. Blake
Deputy Director
for
Administration

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STATINTL

OTR/II/ [REDACTED] sp-4/7,8 (25 Oct 74)

ORIGINATOR:

STATINTL

[REDACTED]

1 NOV 1974

Alfonso Rodriguez
Director of Training

Date

ADMINISTRATIVE — INTERNAL USE ONLY

MEMORANDUM FOR: Senior Training Officer/DOA
SUBJECT : Selection of Officers for the
CIA Senior Seminar

1. The procedure which we have followed to date in selecting officers to attend the CIA Senior Seminar has been for the Chairman of the Training Selection Board to ask each Directorate to nominate officers from which the Board selects the attendees. Our experience with this procedure indicates that, while it was useful when the Senior Seminar started, it is no longer necessary and may, in fact, be an impedence to career planning of senior Agency personnel. As we have had good experience with the allocation system used in selecting officers to attend the Midcareer Course, we are shifting to the same system for the Senior Seminar.

2. The Senior Seminar is now regularly scheduled to run two times a year with a maximum of twenty officers in each course or a total of forty attendees per year. The OTR Staff has studied the data from the Annual Personnel Plan and the distribution of eligible officers--GS-15s, supergrades and equivalent grades--among the Directorates. This study indicates that the number of slots in the Senior Seminar for our Directorate in 1975 should be as follows:

Senior Seminar Seven	9 March-9 May 1975	Five
Senior Seminar Eight	21 Sept.-26 Nov. 1975	Five

The Director of Training has requested that we submit nominations for Senior Seminar Seven by 15 January 1975 and for Senior Seminar Eight by 1 August 1975.

3. The data which the Directorate developed as part of the Annual Personnel Plan show that a total of 18 officers are planned for attendance in the Senior Seminar in the current fiscal year. As this number is well above the number of openings in the Seminar allocated to us, should another Directorate fail to use its allocation, you will be advised by OTR to provide an opportunity for us to nominate additional officers.

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4. The other criteria for nominating of officers to attend the Senior Seminar remains unchanged. The course is limited to CIA career employees, including GS-15 officers who have the potential to advance to more responsible positions, supergrade officers, and equivalent grades.

John F. Blake
Deputy Director
for
Administration

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STATINTL OTR/II/ [redacted] sp-4/7,8 (25 Oct 74)

ORIGINATOR:

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[redacted]

Alfonso Rodriguez
Director of Training

1 NOV 1974

Date

ADMINISTRATIVE — INTERNAL USE ONLY

MEMORANDUM FOR: Deputy Director for Operations
SUBJECT : Selection of Officers for the
CIA Senior Seminar

1. The procedure which we have followed to date in selecting officers to attend the CIA Senior Seminar has been for the Chairman of the Training Selection Board to ask each Directorate to nominate officers from which the Board selects the attendees. Our experience with this procedure indicates that, while it was useful when the Senior Seminar started, it is no longer necessary and may, in fact, be an impedance to career planning of senior Agency personnel. As we have had good experience with the allocation system used in selecting officers to attend the Midcareer Course, we are shifting to the same system for the Senior Seminar.

2. The Senior Seminar is now regularly scheduled to run two times a year with a maximum of twenty officers in each course or a total of forty attendees per year. The OTR Staff has studied the data from the Annual Personnel Plan and the distribution of eligible officers--GS-15s, supergrades and equivalent grades--among the Directorates. This study indicates that the number of slots in the Senior Seminar for your Directorate in 1975 should be as follows:

Senior Seminar Seven	9 March-9 May 1975	Five
Senior Seminar Eight	21 Sept.-26 Nov. 1975	Five

Please submit nominations to the Director of Training for Senior Seminar Seven by 15 January 1975 and for Senior Seminar Eight by 1 August 1975.

3. The data which your Directorate developed as part of the Annual Personnel Plan show that a total of twelve officers are planned for attendance in the Senior Seminar in the current fiscal year. This is fairly close to the number of openings in the Seminar allocated to your Directorate. Should another Directorate fail to use its total allocation, your Senior Training Officer will be advised in the event you wish to nominate additional officers.

4. The other criteria for nominating of officers to attend the Senior Seminar remains unchanged. The course is limited to CIA career employees, including GS-15 officers who have the potential to advance to more responsible positions, supergrade officers, and equivalent grades.

John F. Blake
Deputy Director
for
Administration

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OTR/II/ [redacted] :sp-4/7,8 (25 Oct 74)

ORIGINATOR:

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1 NOV 1974

Alfonso Rodriguez
Director of Training

Date

ADMINISTRATIVE — INTERNAL USE ONLY

MEMORANDUM FOR: Deputy Director for Science and Technology
SUBJECT : Selection of Officers for the
CIA Senior Seminar

1. The procedure which we have followed to date in selecting officers to attend the CIA Senior Seminar has been for the Chairman of the Training Selection Board to ask each Directorate to nominate officers from which the Board selects the attendees. Our experience with this procedure indicates that, while it was useful when the Senior Seminar started, it is no longer necessary and may, in fact, be an impedance to career planning of senior Agency personnel. As we have had good experience with the allocation system used in selecting officers to attend the Midcareer Course, we are shifting to the same system for the Senior Seminar.

2. The Senior Seminar is now regularly scheduled to run two times a year with a maximum of twenty officers in each course or a total of forty attendees per year. The GTR Staff has studied the data from the Annual Personnel Plan and the distribution of eligible officers--GS-15s, supergrades and equivalent grades--among the Directorates. This study indicates that the number of slots in the Senior Seminar for your Directorate in 1975 should be as follows:

Senior Seminar Seven	9 March-9 May 1975	Five
Senior Seminar Eight	21 Sept.-26 Nov. 1975	Five

Please submit nominations to the Director of Training for Senior Seminar Seven by 15 January 1975 and for Senior Seminar Eight by 1 August 1975.

3. The data which your Directorate developed as part of the Annual Personnel Plan show that a total of 16 officers are planned for attendance in the Senior Seminar in the current fiscal year. Should another Directorate fail to use its total allocation, your Senior Training Officer will be advised in the event you wish to nominate additional officers.

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4. The other criteria for nominating of officers to attend the Senior Seminar remains unchanged. The course is limited to CIA career employees, including GS-15 officers who have the potential to advance to more responsible positions, supergrade officers, and equivalent grades.

John F. Blake
Deputy Director
for
Administration

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Alfonso Rodriguez
Director of Training

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