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Refs 4-3-1

**MEMORANDUM FOR:** Members, Personnel Development Board

**SUBJECT:** Meeting of the Personnel Development Board

1. I would like to convene a meeting of the Personnel Development Board to consider the subject listed below plus any other topics which Members may wish to bring up. Unless there is objection, I suggest that we meet on Thursday, 15 March 1962, at 3:00 p.m., in Room 5B62 at Langley.

2. The major item for consideration is the attached proposal for a mid-career training and development program which was prepared by the Director of Training and was distributed originally to members of the Board in June 1961. To refresh your memory, the background of this proposal is as follows:

a. In August 1960, following his survey of the CIA Training Program, the Inspector General recommended the establishment of a mid-career training course. Comments on this recommendation were generally favorable and on 25 March 1961, in a memorandum for the three Deputies and the Inspector General, the Deputy Director of Central Intelligence approved it. He did not comment or elaborate on his approval but he requested a progress report within ninety days.

b. On 23 June 1961, in a memorandum to the DDCI, the Deputy Director (Support) stated, "The Office of Training has initiated studies preparatory to the establishment of a training course or program which clearly will meet the requirements of each of the Deputy Directorates... Basic to the planning problem is the establishment of career management policies which will assure full attendance at whatever course or program is established."

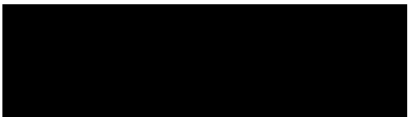
c. On 26 June 1961 the Director of Training presented the attached proposal for consideration by the Personnel Development Board.

3. It will be helpful to the Office of Personnel and to the Career Council if the Board, in considering this proposal, will consider also the career management policies which should underlie such a training program and the actions which the Board might undertake to assist in carrying it out. Your suggestions along these lines will be welcomed, and I hope that out of our meeting will come recommendations which can be forwarded to the Career Council.

4. If you have any questions or comments concerning the date, time or subject matter of the proposed meeting, please notify [redacted] (ext. 6850) who will serve for the time being as Executive Secretary to the Board.

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James B. Hobbs  
Chairman

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Attachment: A/B

Distribution:

1 - Mr. Matthew Baird

1 - [redacted]

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1 - Mr. James B. Hobbs

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