

Senior Training Officers' Meeting
Wednesday, 12 January 1977, 1000 Hours
Room 1022, Chamber of Commerce Building

AGENDA

STATINTL

1. Orientation for New Employees Course



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2. External Training



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3. The Media Center



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NO. 3-77

7 January 1977

ORIENTATION FOR NEW EMPLOYEES

This new course is designed to offer Agency orientation to new employees--primarily nonprofessionals--who until now have not been eligible for other introductory courses. (New professional employees should continue to be enrolled in the Introduction to CIA course.) By attending the course, participants are expected to gain a basic understanding of the missions and structure of CIA and an appreciation of the rights and responsibilities of its employees. Agency structure will be stressed the first two days; the rights and responsibilities of employees will be covered on the last two days. This course will not teach secretarial or clerical skills, but will include one lecture/discussion on general office protocol. The course is open to all new employees with a minimum of two months' service, but who have less than two years' employment in the Agency. There is no grade requirement. For questions on course content, call [REDACTED] for course registration, call [REDACTED] both on extension 2452.

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Initial Running : 25-28 January 1977
Length : 4 days, full-time
Place : Chamber of Commerce Building
Frequency : 10 times per year
Class Size : Maximum of 45 students
Special Requirements/
Prerequisites : Two months on-the-job
experience but not more
than two years' service.
Registration Deadline : Two weeks prior to start of
course.

Orientation for New Employees

Ten runnings per year/ 45 students maximum enrollment

Room 902 Chamber of Commerce Building

January 25 - 28

February 22 - 25

March 15 - 18

April 26 - 29

May 24 - 27

June 28-July 1

August 2 - 5

August 30 - Sept 2

First Day:

9-945 Introduction to the Course/ Admin/ Student introductions
945-1015 History of Intelligence (slide show)
1030-12 Mission and Functions of CIA [REDACTED] STATINTL
12-1 LUNCH
1-1:30 Reading
1:30-2:30 Clerical Personnel Management -
2:45-3:30 Discussion groups -- what I want to know about CIA
3:30-4:15 Report back to class

Second Day:

09 - 945 Reading STATINTL
945-1030 DDI - [REDACTED]
1045-1130 DDS&T
1130-12 Film: Printing for Intelligence
12-1 LUNCH
1-145 DDO - [REDACTED] STATINTL
2-245 DDA - [REDACTED] STATINTL
3-345 Training Opportunities - [REDACTED]
4-430 The Day in Review (small discussion groups)

9-915 Yesterday Revisited

Unit on Various Complaint Channels (Opportunities)

915-945 Film: 51% (EEO - three case studies)

10-11 EEO talk - [REDACTED] STATINTL

11:15-12 Office of Inspector General - [REDACTED] STATINTL

12-1 LUNCH

Unit on Office Management STATINTL

1-1:30 Film: I Rather Like You, [REDACTED]

145-230 Office Protocol - [REDACTED] STATINTL STATINTL

245-330 Security Classification Procedures - [REDACTED]

345-415 The Day in Review (discussion groups)

Fourth Day:

9-915 Yesterday Revisited

Unit on Information Management STATINTL

915-1015 Agency Records Management Program - [REDACTED]

1030-11 Film: The Ultimate Machine? STATINTL

1115-12 Computers: A tool of Modern Office Management - [REDACTED]

12-130 LUNCH STATINTL

130-215 Freedom of Information and Privacy Acts - [REDACTED]

230-3 Film: An Interview with George Bush

315-4 Course Wrapup - oral and written evaluations

ORIENTATION FOR NEW EMPLOYEES

First Day:

Introduction to the Course; Administrative procedures; Student introductions; etc.

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History of Intelligence: This 30 minute slide presentation prepared by [REDACTED] traces the importance of intelligence from biblical times to World War II. It leads into the next presentation.

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Mission and Functions of CIA: This is primarily a lecture by [REDACTED]. He will quickly bring intelligence from World War II, where the last presentation stopped, to the present time. He will give a general overview of the Agency, outline the development of its present structure and show how CIA fits into the Intelligence Community. The session is planned for 1-1/2 hours to allow time at the end for questions and discussion.

Readings: We are preparing some special readings for this group. There will be two brief reading sessions.

Clerical Personnel Management: This session will include a review of the basic personnel matters which the student was told his first day (leave procedures, fitness reports, etc.) and elaborate on problem areas. (We are told by representatives of Womens groups that such things as grade structure and time in grade are very confused and misunderstood in the minds of new people.) We anticipate a productive question and answer period.

Discussion Groups: The class will break into groups of about 15 students to discuss the topic: What I want to know about CIA. After a suitable time, a spokesman for each group will report back to the entire class. The instructor will take notes of any specific ideas or problems which bother the group and try to get subsequent speakers to address these issues.

Second Day:

Reading: This is the second of two short reading periods for the students.

The DDI: This is the first of four overviews for each of the Directorates. The speaker will review the work done by this Directorate, explain the reasoning behind some of the recent changes and contrast the work done there with the work done in other Directorates. His presentation will focus on the Directorate as a whole rather than describing it office by office.

The DDS&T: This will be a 45 minute to 1 hour general overview along the lines set out in the DDI talk.

Printing Services Film: This 30-minute film gives new students a very good look at the type of finished intelligence produced by this Agency and leaves the viewer impressed with the variety of our work and capabilities.

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The DDO: Initially we intend to use the videotape of [REDACTED] addressing the recent session of CIA Today and Tomorrow. This tape runs 45 minutes and is a good overview of the DDO. It has the double advantage of giving the students a different medium to balance the succession of speakers and, so long as it remains timely, it relieves the Directorate of the burden of supplying a speaker for this course 10 times a year.

The DDA: This also will be a general overview along similar lines.

Training Opportunities for Clericals: This may be viewed as a "sales pitch" for OTR. It should outline how OTR can assist employees to improve their present skills, to enhance their job prospects through learning related or additional skills (i.e., language training or computer training), or to move out of their current job classification altogether by taking evening courses to get a college degree. Again, topics brought out in the first day's group discussion may be brought to the attention of our speaker for explanation at this session.

The Day in Review: On the second and third day of this course we intend to divide the class into small discussion groups. They will be given notes from the speakers of that day outlining the major points of ~~the~~ each speakers's talk and will use this as a guide for their discussion. In this method, they will reinforce what they have learned during the day, and will reveal which points were either missed or ~~mis~~ misunderstood.

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Third Day:

Yesterday Revisited: At the beginning of the third and fourth days, we have allowed 15 minutes for general purpose. If there was confusion about one of yesterday's talks, we hope to have it revealed at the discussion at the end of the day and explained at this time --preferably by one of the students. Additionally, we will use the time to reinforce the important things in the course so far. We could also steal some time for introducing the coming day and putting it into course perspective.

EEO: We will begin with a 30 minute film which will form the basis for a discussion on EEO. Our speaker, from the Agency's EEO office, will discuss what we are doing in CIA to further EEO and will describe the Agency's EEO grievance procedure. We assume much student interest will be on the upward mobility program.

Office of the Inspector General:- At the suggestion of the EEO people with whom we talked, we have added a session on grievance procedures for complaints which do not fit into the EEO's category of six. These two talks combined, therefore, represent ~~two~~ channels open to the employee who ~~feels~~ believes that things are ~~not~~ not as they should be.

Office Protocol: We intend to start this session with a 30 minute film on telephone courtesy and proper usage. The talk itself ~~will~~ will emphasize applying common sense to office routines and office management. The speaker will include such things as the importance of getting to work on time, of keeping cool in a flap, or of following through with a telephone message. Time will be allowed for discussion at the end.

Security Classification Procedures: The students will learn the reasons why material is classified at each level and proper procedures for both classifying and declassifying documents.

The Day in Review: Again, small group discussions to reinforce their learning and work out their misunderstanding.

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Fourth Day:

Yesterday Revisited: Same as the beginning of Third Day.

Information Management: This morning program includes several aspects of information management, including records and computers. Our session on the Agency's records management program will cover records management directives, micrographics and computer output micrographics, word processing and copy machines. We will have a 30 minute film on computers to break the morning. Then a session on computers will focus on how the computer is able to make office procedures easier or ~~step~~ more efficient. ~~Some~~ Case studies showing how computer use has ~~made~~ saved time for OTR secretaries might be included if time permits. At the end of the morning, students hopefully will be inspired to rush back to their offices ~~modified~~ and examine their ~~work~~ work to see how they can utilize new methods of paper or records management.

Freedom of Information and Privacy Acts: This talk should inform the participants what the Agency is doing to respond to the requirements of these acts and enlighten the students as to their rights under both laws.

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Film: Interview of DCI Bush by [REDACTED] This film was made specifically for new employees and is still worth showing, despite the DCI's impending resignation, for a least several runnings--until a new filmed interview with the new DCI can be produced. Parts of it are rather esoteric and therefore it should be shown at the end of the course rather than at the beginning.

Course Wrap-Up and Evaluation: We will discuss the course--its value to the student--and urge honesty in student evaluations as a tool to help us improve the course. Particularly of value from the students are their views on what they would like to know that we have not included.