

4 April 1974

DISCUSSION: Integration of Training Profiles into the PDP

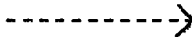
A Training Profile is statement of training programs needed to satisfy the requirements for personnel development of individuals in given career tracks.

Training Profiles, when systematized, become a management tool of use primarily to supervisors in planning and carrying out career development of personnel in their units.

Training Profiles should be prepared as an integrated part of the Personnel Development Plan. Instructions for the preparation of Training Profiles should be a part of the PDP instructions.

Supervisor prepares:

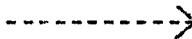
P D P	T.
Instructions	P.



- a. Developmental Objective (with personnel officer aid)
- b. Training Objectives (Training Profile) (with training officer aid)

T.P.

-> Computer controlled



Annual run to supervisor telling him which of his people are eligible for training --> Training requirements to OTR

Guidance for OTR:

1. Do you want an official statement from us reflecting the above?
2. Do you want us to prepare a set of instructions on Training Profiles to be included in the PDP instructions?

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED		CONFIDENTIAL	
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	DDTR	4/5	[Signature]
2			
3	C/PDS		
4			
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks: <p>This is what I plan to discuss w/ [redacted] re training profile on Manning 0900. Good - let me know secrets - [Signature]</p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
C/PDS			4 Apr
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STATINTL