

SECRET

OFFICE OF TRAINING AND EDUCATION
FIVE YEAR GOALS
FISCAL YEARS 1984 - 1988

A. By the end of Fiscal Year 1988, OTE will have a functioning Computer Based Education (CBE) system which uses the Agency's existing terminal network to deliver courseware Agency-wide. This CBE system will initially provide foreign language skills courseware and will then be expanded to include ADP and management skills courseware, as well as other subject areas determined to be feasible.

B. An OTE-wide Management Information System (MIS) will be developed which will provide rapid responses to requests for information on OTE courses. Such information will include: classroom utilization, student registrations, instructor utilization, enrollment projections, test scores, and Language Incentive Program participation. The system will interface with the existing Agency Training System (ATS). The MIS will provide timely information upon which OTE management can base decisions as well as improve the query response capability for Agency Training Officers.

C. OTE must remain flexible and responsive in providing timely training for users of the Agency computer and word processing systems. In order to most effectively utilize equipment and instructor resources, a variety of instructional methods will be employed by FY 88 to deliver this training. A formal mechanism will be created to include OTE in the design phase of new software and system developments. This will allow for the early determination of training requirements and the shifting of OTE resources in an orderly manner.

D. As an integral part of OTE's career management and development plan, intra-directorate rotational assignments will continue to receive increased emphasis. The assignments selected should enhance individual skills as well as provide a sharper focus to OTE curriculum.

E. Priority will be placed upon obtaining the resources necessary to prevent the further deterioration of OTE's physical assets. Of primary concern will be necessary renovations and

emphasis will be placed on allocating resources for the acquisition and updating of computer and word processing equipment.

F. OTE's curriculum must be responsive to Agency needs and be offered by knowledgeable people using good training methods. OTE must take the initiative in assisting Directorates and Components in defining their training needs and assure that the courses are kept current and abreast of change.

25X1

25X1

SECRET

OFFICE OF TRAINING AND EDUCATION
PLANNING ASSUMPTIONS
FISCAL YEAR 1984

1. Classroom and conferencing space, both in the Headquarters area (including Chamber of Commerce) and at [] will be a continuing constraint. The classroom currently available in the Ames Building will be available throughout Fiscal Year 1984 for specialized data processing training.

25X1

2. A modest increase (three percent) in personnel resources is expected in FY 84.

3. The new communications equipment room will become operational late in FY 84. This will enable OTE to begin to meet some of the backlogged ADP requirements in both administrative and training areas.

4. OTE will continue to experience a growth in the number of students accommodated via both internal and external training requirements. This is due partially to an ever increasing emphasis on skills development as well as to a reduced ability to hire employees with the required skills. The demand for training in computer and word processing skills will contribute to these training requirements at an increasing rate.

5. OTE will continue to place an emphasis on the increased use of office automation to handle administrative needs as well as to meet the requirements for classroom materials.

6. There will continue to be difficulty satisfying the Career Trainee (CT) recruitment goals due to changes in the economy and the limits on the salary and benefits we can offer.

7. Funding will be received via the ORD DCI enhancement package to use towards the purchase of prototype Computer Based Education equipment.

8. Instructors will be available on rotation from the DDI to supplement the Intelligence Training Staff.

9. Approximately forty newly promoted SIS officers will be enrolled in the Executive Development Core Course during FY 84.

10. There will be an increased interest in conducting training that meets component specific needs.

SECRET

O - Scheduled Completion
 X - Actual Completion

OFFICE: OTE/LS

OBJECTIVE: Determine plan of action for CBE implementation over next 5 years.

RESPONSIBLE OFFICER:

25X1

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

- | | | | | | | | | | | | | |
|--|--|--|---|---|--|--|--|---|---|---|--|---|
| 1. Identify OTE CBE group members | | | 0 | | | | | | | | | |
| 2. Select outside consultant | | | | 0 | | | | | | | | |
| 3. CBE group writes 5-year plan, including selection of those courses that would benefit from CBE presentation | | | | | | | | 0 | | | | |
| 4. Consultant critiques plan and conducts extensive discussions with OTE staff | | | | | | | | | 0 | | | |
| 5. Plan adopted by OTE management | | | | | | | | | | 0 | | |
| 6. CBE group members begin researching computerization of hospital management | | | | | | | | | | | | 0 |

UNCLASSIFIED

O - Scheduled Completion
 X - Actual Completion

OFFICE: OTE/LS

OBJECTIVE: Implement a prototype reading course on an Agency system

RESPONSIBLE OFFICER:

25X1

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Determine feasibility of using current terminal network for courseware delivery												0
2. Identify existing courseware, write work statement for courseware development for pilot test												0
3. Write work statement for accomplishing pilot and final system												0
4. Lease computer to deliver courseware												0
5. Run pilot test												0

1. Determine feasibility of using current terminal network for courseware delivery

0

2. Identify existing courseware, write work statement for courseware development for pilot test

0

3. Write work statement for accomplishing pilot and final system

0

4. Lease computer to deliver courseware

0

5. Run pilot test

0

NOTE: Last two activities may not be achieved until succeeding FY for 2 reasons: modifications to switching system may be lengthy - ODP action required, courseware might have to be developed internally

UNCLASSIFIED

O - Scheduled Completion
 X - Actual Completion

OFFICE: OTE/LS

OBJECTIVE: Produce a prototype videodisk curriculum in a high-priority,
 high-volume language course: SURS (Survival Spanish)

RESPONSIBLE OFFICER:

25X1

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Outline of course material desired	0											
2. Detailed work statement		0										
3. Solicit bids from vendors			0									
4. Award contract					0							
5. Monitor development at critical points							0	0	0			
6. Pilot running with LS students												0
7. Evaluation and recommendation												0

O - Scheduled Completion
X - Actual Completion

OFFICE: OTE/LS

OBJECTIVE: Adapt currently available video material to videodisk format:
prototype for in-house curriculum development

RESPONSIBLE OFFICER:

25X1

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Identify candidate video material			0									
2. Obtain consultation												
3. Identify interface and authoring system						0						
4. Adapt material and have disk mastered									0			
5. Write CAI program to control disk											0	
6. Implement with pilot classes												0
7. Evaluate and make recommendations												0

O - Scheduled Completion
X - Actual Completion

OFFICE: OTE/LS

OBJECTIVE: Develop software for the automation of LS testing procedures

RESPONSIBLE OFFICER:

25X1

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Design the testing procedures data base			0									
2. Program the testing procedures data base												0
3. Test the testing procedures data base												0
4. Implement the testing procedures data base												0
5. Document user procedures												0

O - Scheduled Completion
 X - Actual Completion

OFFICE: OTE/LS

OBJECTIVE: Develop software for the automation of LS registration procedures

RESPONSIBLE OFFICER:

25X1

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Design the registration procedures data base												0
2. Program the registration procedures data base												0
3. Test the registration procedures data base												0
4. Implement the registration procedures data base												0
5. Document user procedures												0

O - Scheduled Completion
X - Actual Completion

OFFICE: OTE/TSD

OBJECTIVE: Develop a mechanism to further automate the registration and student roster process (ATS interface)

RESPONSIBLE OFFICER:

25X1

ACTIVITIES PLANNED

	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

To be
completed.

D

O - Scheduled Completion
 X - Actual Completion

OFFICE: OTE/ISC

OBJECTIVE: Develop a mechanism to maintain a skilled staff of trainers in support of ADP training requirements

RESPONSIBLE OFFICER:

25X1

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

- | | | | | | | | | | | | | |
|---|--|--|---|--|--|--|--|--|--|--|--|---|
| 1. Hire a part-time contract instructor for SAFE training | | | 0 | | | | | | | | | |
| 2. Have an ODP rotational instructor in place | | | | | | | | | | | | 0 |
| 3. Two new staff instructors in place | | | | | | | | | | | | 0 |
| 4. Have two user assistants scheduled for each CAMS 2 transition course | | | | | | | | | | | | 0 |
| 5. One additional full-time training in place | | | | | | | | | | | | 0 |

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O - Scheduled Completion
X - Actual Completion

OFFICE: OTE/ISC

OBJECTIVE: Develop a close liaison with ODP.

RESPONSIBLE OFFICER:

25X1

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Meet with D/ODP to initiate program													0
---	--	--	--	--	--	--	--	--	--	--	--	--	---

2. Develop a list of programs with significant training requirements													0
--	--	--	--	--	--	--	--	--	--	--	--	--	---

3. Designate ISC points of contact													0
---------------------------------------	--	--	--	--	--	--	--	--	--	--	--	--	---

UNCLASSIFIED

O - Scheduled Completion
X - Actual Completion

OFFICE: OTE/ISC

OBJECTIVE: Develop prerequisites and measures of proficiency for ADP skills
courses.

RESPONSIBLE OFFICER:

25X1

ACTIVITIES PLANNED	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
	OCT NOV DEC	JAN FEB MAR	APR MAY JUN	JUL AUG SEP

1. Develop proficiency measurement for:

- a. Fundamentals of VM 0
- b. RAMIS 0
- c. Intermediate VM 0
- d. Script 0

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O - Scheduled Completion
X - Actual Completion

OFFICE: OTE/ISC

OBJECTIVE: Develop or procure self-study material for ADP training

RESPONSIBLE OFFICER:

25X1

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Initiate contract with Deltak for material for self-study center												
2. Develop on-line version of Fundamentals of VM												
3. Implement at least one SAFE enhancement training module on-line												

1. Initiate contract with Deltak for material for self-study center

O

2. Develop on-line version of Fundamentals of VM

O

3. Implement at least one SAFE enhancement training module on-line

O

UNCLASSIFIED

O - Scheduled Completion
X - Actual Completion

OFFICE: OTE/DDTE

OBJECTIVE: Each year arrange between 2 and 4 non-training rotational assignments for MT careerists GS13 and above.

RESPONSIBLE OFFICER:

25X1

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Identify careerists available for rotational assignments
2. Contact Directorate management - discuss careerists and potential assignments
3. Negotiate assignments

UNCLASSIFIED

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O - Scheduled Completion
 X - Actual Completion

OFFICE: OTE/LS

OBJECTIVE: Increase coordination with customers relative to their requirements for language training.

RESPONSIBLE OFFICER:

25X1

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Formulate method to use in information gathering

0

2. Meet with Directorate representatives to:

a. Determine requirements for space in new building for language classrooms and labs

(DO) (DA,DI,DS&T)
 0 0

b. Determine desirability of developing two-week residential total immersion programs in languages not currently having them, i.e., Greek, Arabic, Thai, Italian, and Korean

0 0

(continued)

UNCLASSIFIED

O - Scheduled Completion
 X - Actual Completion

OFFICE: OTE/LS

OBJECTIVE: Increase coordination with customers relative to their requirements for language training. (Cont.)

RESPONSIBLE OFFICER:

25X1

ACTIVITIES PLANNED	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
	OCT NOV DEC	JAN FEB MAR	APR MAY JUN	JUL AUG SEP

(cont.) c. Determine requirements for and feasibility of an after-hours language program			(DO)	(DA,DI,DS&T)
			0	0
d. Determine requirements for additional Survival (SURS) Familiarization Courses			0	0
e. Determine requirements for English as a Second Language (ESL) teaching and testing			0	0
f. Determine desirability of formalizing the amount and method of presenting area/cultural material into language courses			0	0
g. Determine the requirements for increased maintenance-type training			0	0
3. Analyze information obtained				0

O - Scheduled Completion
X - Actual Completion

OFFICE: OTE/LS

OBJECTIVE: Establish at least 3 ILR developed Listening Comprehension Tests.
Ascertain LS specific needs and write a table of specifications.

RESPONSIBLE OFFICER:

25X1

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Discuss with DLI most useful sections of DLPT for LS needs			0									
2. Experiment with suitable ways to test listening comprehension: teacher-red, tape-mediated, etc.						0						
3. Analyze the kind of needs LS has for reading comprehension tests									0			
4. Determine kind of language and passages according to LS needs										0		
5. Design suitable test												0

1. Discuss with DLI most useful sections of DLPT for LS needs

0

2. Experiment with suitable ways to test listening comprehension: teacher-red, tape-mediated, etc.

0

3. Analyze the kind of needs LS has for reading comprehension tests

0

4. Determine kind of language and passages according to LS needs

0

5. Design suitable test

0

O - Scheduled Completion
X - Actual Completion

OFFICE: OTE/LS

OBJECTIVE: Have in place one ILR developed computer-mediated reading proficiency test. Analyze LS needs and design a suitable test.

RESPONSIBLE OFFICER:

25X1

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Discuss with NSA the most suitable sections of current NSA reading tests												0
2. Discuss with NSA future NSA test design and computer-adaptive testing												0
3. Analyze LS needs and most suitable language for computer-adaptive reading tests												0

1. Discuss with NSA the most suitable sections of current NSA reading tests

0

2. Discuss with NSA future NSA test design and computer-adaptive testing

0

3. Analyze LS needs and most suitable language for computer-adaptive reading tests

0

O - Scheduled Completion
 X - Actual Completion

OFFICE: OTE/IT/ATB

OBJECTIVE: Develop 2-3 day seminar on DI Supervision for Senior DI Branch
 Chiefs

RESPONSIBLE OFFICER:

25X1

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

- | | | | | | | | | | | | | |
|---|--|--|--|--|--|--|---|--|---|---|---|------|
| 1. Need survey | | | | | | | | | | | | |
| | | | | | | | 0 | | | | | |
| 2. Examine existing courses for applicable material | | | | | | | | | 0 | | | |
| 3. Develop and design | | | | | | | | | | 0 | | |
| 4. Obtain DI approval | | | | | | | | | | 0 | | |
| 5. OTE curriculum committee review | | | | | | | | | | | 0 | |
| 6. First offering | | | | | | | | | | | 0 | ---0 |

UNCLASSIFIED

O - Scheduled Completion
 X - Actual Completion

OFFICE: OTE/IT/ATB

OBJECTIVE: Develop and present 30-40 hour programmed writing course for all
 DI Analysts

RESPONSIBLE OFFICER:

25X1

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Purchase existing program (Twain writing course on videotape, with workbook)

O

2. Complete draft of script for videotape of DI writing course

O

3. Develop student workbook containing exercises

O

4. Edit script and produce videotape (OTE/MPB)

O

5. Test program in analyst training course

O

6. Teach DI production officers to use course

O

7. Implement

O

O - Scheduled Completion
 X - Actual Completion

OFFICE: OTE/IT/ATB

OBJECTIVE: Reinstate revised 2 week Analyst Training Course for Analysts
 with 1 - 2 years experience.

RESPONSIBLE OFFICER:

25X1

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Hire new instructor	0											
2. Review old and existing programs	0											
3. Develop and design program			0									
4. Implement new course				0			0					0

O - Scheduled Completion
X - Actual Completion

OFFICE: OTE/IT/ATB

OBJECTIVE: Implement 6 week New Analyst Course for DI Analysts

RESPONSIBLE OFFICER:

25X1

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. First offering
of New Analyst
Course

O O

2. Evaluate restruc-
ured course

O

3. Consult with A/DDI
on course evaluation

O

4. Implement course
(4 times per CY)

O---O

O---O

O - Scheduled Completion
X - Actual Completion

OFFICE: OTE/IT/ATB

OBJECTIVE: Develop and present course on Basic Military Analysis

RESPONSIBLE OFFICER:

25X1

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Obtain DI approval			0									
2. OTE curriculum committee review			0									
3. Develop and design course material, exercises, schedules			0	0								
4. First running					0							
5. Evaluate, review, restructure course								0				

O - Scheduled Completion
X - Actual Completion

OFFICE: OTE/IT/ATB

OBJECTIVE: Develop and present Military Analysis Course for DI Supervisors

RESPONSIBLE OFFICER:



25X1

ACTIVITIES PLANNED

QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Need survey													0
2. Develop, design course													0
3. Obtain DI approval													0
4. OTE curriculum committee review													0
5. First offering of course													0---0

UNCLASSIFIED

O - Scheduled Completion
X - Actual Completion

OFFICE: OTE/IT/ATB

OBJECTIVE: Develop specialized seminars on military analysis for experienced
DI Analysts

RESPONSIBLE OFFICER:

25X1

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Review existing courses to determine gaps in military training											0	
2. Need survey											0	0

1. Review existing courses to determine gaps in military training

0

2. Need survey

0

0

O - Scheduled Completion
X - Actual Completion

OFFICE: OTE/IT/ATB

OBJECTIVE: Develop course on DI Models and Simulations for DI Analysts

RESPONSIBLE OFFICER:

25X1

ACTIVITIES PLANNED QUARTER 1 QUARTER 2 QUARTER 3 QUARTER 4
 OCT NOV DEC JAN FEB MAR APR MAY JUN JUL AUG SEP

1. Continue need survey	0	-----	0																	
2. Develop and design course							0	-----	0											
3. Obtain DI approval										0										
4. OTE curriculum committee review											0									
5. First offering of course																				0

O - Scheduled Completion
X - Actual Completion

OFFICE: OTE/IT/ATB

OBJECTIVE: Develop and teach course on intelligence successes and failures

RESPONSIBLE OFFICER:

25X1

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

- | | | | | | | | | | | | | |
|--|--|--|---|--|--|---|--|--|--|--|---|---|
| 1. Obtain DI approval | | | 0 | | | | | | | | | |
| 2. Develop objectives instructional material and specific syllabus | | | 0 | | | | | | | | | |
| 3. OTE curriculum committee review | | | 0 | | | | | | | | | |
| 4. Implement | | | | | | 0 | | | | | | |
| 5. Review, evaluate, and restructure | | | | | | | | | | | 0 | |
| 6. OTE curriculum committee review | | | | | | | | | | | 0 | |
| 7. Reimplement | | | | | | | | | | | | 0 |

O - Scheduled Completion
X - Actual Completion

OFFICE: OTE/IT/PDB

OBJECTIVE: Revise and present course: International Narcotics Intelligence
Issues

RESPONSIBLE OFFICER:

25X1

ACTIVITIES PLANNED QUARTER 1 QUARTER 2 QUARTER 3 QUARTER 4
 OCT NOV DEC JAN FEB MAR APR MAY JUN JUL AUG SEP

1. Needs assessment and
planning with DO/IAD

0

2. Present revised
course schedule to
curriculum committee

0

3. Prepare course
schedule materials
and invite speakers

0

4. Present revised
course

0

5. Reevaluate course
and offer as part
of regular OTE
curriculum

0

UNCLASSIFIED

O - Scheduled Completion
 X - Actual Completion

OFFICE: OTE/IT/PDB

OBJECTIVE: Design and present course: Seminar on Revolution in Latin America

RESPONSIBLE OFFICER:

25X1

ACTIVITIES PLANNED

QUARTER 1
 OCT NOV DEC

QUARTER 2
 JAN FEB MAR

QUARTER 3
 APR MAY JUN

QUARTER 4
 JUL AUG SEP

1. Needs survey

O

2. Prepare course
outline

O

3. Present proposal
to curriculum
committee

O

4. Speaker and
student selection
process

O

5. First experimental
running of seminar

O

6. Reevaluate first
running and revise
as necessary

O

UNCLASSIFIED

O - Scheduled Completion
 X - Actual Completion

OFFICE: OTE/IT/PDB

OBJECTIVE: Design and present course: International Terrorism Course

RESPONSIBLE OFFICER:

25X1

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Needs assessment	O											
2) Prepare course outline			O									
3. Present proposal to OTE Curriculum Committee			O									
4. Design and develop course materials, schedule, etc.				O								
5. Present course							O					
6. Evaluate first course running and revise as necessary								O				

UNCLASSIFIED

O - Scheduled Completion
 X - Actual Completion

OFFICE: OTE/IT/PDB

OBJECTIVE: Professional development course for employees GS 11+ with more than 7 years Agency service.

RESPONSIBLE OFFICER:

25X1

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Needs survey				0								
2. Prepare course outline							0					
3. Present proposal to OTE curriculum committee								0				
4. Design and develop course materials and schedule									0			
5. Conduct first experimental running										0		
6. Reevaluate, modify and present as part of regular OTE curriculum											0	

UNCLASSIFIED

O - Scheduled Completion
X - Actual Completion

OFFICE: OTE/EDS

OBJECTIVE: Conduct SIS Core course twice per year

RESPONSIBLE OFFICER:

25X1

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Contract <input type="text"/> for use of facility			0									
2. Contract for Instruc- tional assistance			0									
3. Make logistic and security arrangements						0					0	
4. Conduct course							0					0

25X1

UNCLASSIFIED

UNCLASSIFIED

O - Scheduled Completion
X - Actual Completion

OFFICE: OTE/EDS

OBJECTIVE: Conduct Executive Elective courses

RESPONSIBLE OFFICER:

25X1

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Review proposals from contractors			0									
2. Select annuitants (course directors)			0									
3. Work out course schedule and enrollments with CS						0						
4. Conduct seminar, workshops and electives							0	0	0	0	0	0

UNCLASSIFIED

O - Scheduled Completion
X - Actual Completion

OFFICE: OTE/EDS

OBJECTIVE: Conduct Electives, Workshops, and Seminars

RESPONSIBLE OFFICER:

25X1

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Reconfigure 1001
conference room and break
out rooms:

- | | | | | | | | | | | | | |
|-----------------------------------|---|--|--|---|--|--|---|--|--|--|--|--|
| a. Architect oral plan | 0 | | | | | | | | | | | |
| b. Construction | | | | 0 | | | | | | | | |
| c. Installation of
electronics | | | | | | | 0 | | | | | |

Ready in time for spring
electives

0 - Scheduled Completion
X - Actual Completion

OFFICE: OTE/MATD

OBJECTIVE: Develop an instructor cadre in Advanced Behavioral Modeling (ABM) and consultant/development expertise to explore operational and managerial applications.

RESPONSIBLE OFFICER:

25X1

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Identify potential ABM instructors	0											
2. Present an ABM instructor training program (four phases)	0	0	0	0								
3. Develop training support materials, including a reference manual and supporting video tapes						0						
4. Run pilot workshops with new instructors monitored by contractor									0			
5. Evaluate the results and recommend final course design										0		
6. Conduct first regular workshop											0	
7. Conduct a pilot consultation for an interested component												0

UNCLASSIFIED

O - Scheduled Completion
 X - Actual Completion

OFFICE: OTE/MATD

OBJECTIVE: Develop a writing skills program that responds to diverse training needs

RESPONSIBLE OFFICER:

25X1

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Brief Senior Training Officers	O											
2. Conduct learning needs assessment							O					
3. Evaluate selected writing programs outside the Agency							O					
4. Evaluate writing programs available inside the Agency							O					
5. Submit recommendations to Curriculum Committee												O
6. Submit recommendations to DTE												O
7. Conduct intensive training program						O						
8. Implement recommendations												O
9. Evaluate the program											O	-----O