

NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER

NPIC NOTICE  
18-9

TRAINING  
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NPIC JOB ENHANCEMENT TRAINING PROGRAM

The NPIC Job Enhancement Training Program (JET), developed in 1973 by the Director, NPIC, serves to strengthen the Center's capabilities through increased training and education for individuals of all jobs and grades. The JET is designed to enhance, through training, employees' interest and excellence in doing their jobs, and to aid individuals to qualify for more rewarding work. The Program consists of three main types of training experiences which will be offered to employees in all grades:

1. Sabbatical Education

Experiences should be for one of these purposes:

- To strengthen the individual's capability to contribute to the work of the Center and the Agency.
- To assist the individual to qualify for future assignments which are more rewarding.

a. A Sabbatical Education experience should be full-time attendance at an academic institution (college or university) which offers instruction in fields relevant to the activities of the Center and the Agency--such as international affairs, statistics, photogrammetry, management, and graphic arts. This experience should be for one year, six months, or for the duration of one semester/quarter, whichever is appropriate.

b. The War Colleges and full-time college or university training are training experiences to be included in the Sabbatical category. Courses such as DDS&T Career Development Course and Midcareer are included in Skills Training.

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## 2. Skills Training

Experiences should be for one of these purposes:

- To strengthen the individual's capability to contribute to the work of the Center and the Agency.
- To assist the individual to improve performance on the assigned job, and to progress in positions related to that kind of work.
- To assist the individual in the acquisition of a new skill.

a. A Skills Training experience involves development of a specific work skill relevant to the person's assigned job, either through education or practical application. This experience should be a full-time effort in a field relevant to activities of the Center and the Agency -- such as, secretarial and clerical work, computer programming, printing, graphic arts, information storage and retrieval, management, budgeting, upward mobility courses, and photographic processing techniques.

b. Skills Training falls in one of these four categories:

(1) Academic Training - Any university or college course(s) for credit - before, during, or after hours. This category does not include seminars or conferences even if they take place at a university. The Off-Campus courses fall in this category.

(2) Technical and Communication Skills Training; On-Site Trips - This category includes short technical courses conducted at universities, institutions or commercial schools, the CSC, USDA, OTR, ODP, and at commercial companies such as UNIVAC or Baush and Lomb. Also included are technically-oriented on-site trips, seminars, and conferences.

(3) Management (Non-Academic) Training - This category includes all courses in management, including EEO and Penn State which are not regular college or university courses (See a above). For example, the Program for Creative Manage-

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ment, Fundamentals of Supervision and Management and Financial Management would fall in this category.

(4) Familiarization and Overview - Courses included in this category are designed to give all levels of personnel an overview of or to familiarize them with a particular subject area.

i.e. FSI Area Studies  
Midcareer  
CIA Today and Tomorrow  
DDS&T Career Development Course

3. Work Assignment

Experiences should be for one of these purposes:

- To strengthen the individual's capability to contribute to the work of the Center and the Agency.
- To assist the individual by providing new and different experiences in kind, or organizational activity which could enhance the person's career progress.

a. A work assignment experience involves job assignment to an organization other than his parent component. This includes, For example, rotational assignments to CIA or DIA offices as well as to other areas of NPIC. A work assignment should be full time in a field related to work of the Center and the Agency -- such as intelligence analysis, civil collection, systems development, uses of photography, printing, communications, information systems, and management.

b. In most cases the experience should be for a period of two months to one year at a time, for each individual selected.

[Redacted Signature Box]

JOHN J. HICKS  
Director

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