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A-1

0 - Scheduled Completion  
X - Actual Completion

OFFICE: LS/OTE

OBJECTIVE: Calibrate FSI/CIA Oral Proficiency Scoring Procedures

RESPONSIBLE OFFICER: [Redacted]

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Negotiate mutually acceptable procedures with FSI for a pilot project in French to analyze CIA/FSI interrater reliability.			0									
Complete project and study results.						0						
Report to Language Development Committee on FSI/CIA score comparability [Redacted] and decide whether similar studies should be undertaken in other languages.												0

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A-2

0 - Scheduled Completion  
X - Actual Completion

OFFICE: LS/OTE

OBJECTIVE: Development of Reading Proficiency Tests

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Analyze results of field testing.			0									
Eliminate or repair faulty items.			0									
Print and implement new tests.						0						

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A-3

0 - Scheduled Completion  
X - Actual Completion

OFFICE: LS/OTE

OBJECTIVE: Development of Reading Proficiency Tests

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Write all test items.			0									
Review all test items.			0									
Complete field test version of test.												0
Select field test candidates for test.												0
Field test test.												0
Analyze results of field testing.												0
Eliminate or repair faulty items.												0
Print and implement new test.												0

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A-4

0 - Scheduled Completion  
X - Actual Completion

OFFICE: LS/OTE

OBJECTIVE: Development of Reading Proficiency Tests [redacted]

RESPONSIBLE OFFICER: [redacted]

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Write all test items.												0
Review all test items.												0

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A-5

0 - Scheduled Completion  
X - Actual Completion

OFFICE: LS/OTE

OBJECTIVE: Development of a Recorded Listening Comprehension Proficiency Test [redacted] to be Later Implemented in Other Languages

RESPONSIBLE OFFICER: [redacted]

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

Write all test items.	0											
Review all test items.			0									
Complete field test version of test.			0									
Design a comprehensive system for administering test.			0									
Field test test.				0								
Analyze results of field testing.						0						
Eliminate or repair faulty items.						0						
Implement new test.								0				
Initiate process for use in other languages.									0			

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A-6

0 - Scheduled Completion  
X - Actual Completion

OFFICE: LS/OTE

OBJECTIVE: Evaluate Language Use Questionnaires for Returnees

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
Code questionnaires design to provide the LS with current information about language use and needs of Agency employees overseas.			0									
Design a prompted data entry.						0						
Input codified information.												0
Evaluate results in terms of students' use of the target language in the field and the degree to which LS training prepares them for their job.												0

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A-7

0 - Scheduled Completion  
X - Actual Completion

OFFICE: LS/OTE

OBJECTIVE: Develop Survival Level Courses

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED

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

Confirm need for survival courses with LS customers. 0

Meet with department chiefs and language coordinators to discuss the "Survival" concept and develop a working plan. 0

Brief instructors on "Survival" rationale and developmental procedures. 0

Determine course content and write objectives for each language. 0

Develop courses. 0

Run pilot survival courses in the languages selected. 0

Evaluate and calibrate pilot courses. 0

Determine future survival course development. 0

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A-8

0 - Scheduled Completion  
X - Actual Completion

OFFICE: LS/OTE

OBJECTIVE: Develop a Proficiency or Skill Oriented Language Teaching Curriculum

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
Define "proficiency or skill oriented" curriculum.			0									
Brief pertinent LS instructors about what this type of curriculum means.			0									
Develop a proficiency or skill oriented curriculum in one language.						0						
Experiment with and refine pilot project in the classroom.											0	
Study the results of the experiment. If results are positive, develop a proficiency or skill oriented curriculum in five major languages.												0

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A-9

O - Scheduled Completion  
X - Actual Completion

OFFICE: LS/OTE

OBJECTIVE: Study the Feasibility of Establishing an Evening Language School at Headquarters

RESPONSIBLE OFFICER:

25X1

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	O	T	NOV DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
-----												
Talk to Language School instructors to determine their interest in the project.												
Talk to possible customers to determine their interest in the project.												
Analyze feedback given by customers and instructors.												
Run a pilot evening program at Headquarters.												
Study results of pilot running and, if warranted, implement an evening program in specific languages.												

Talk to Language School instructors to determine their interest in the project. O

Talk to possible customers to determine their interest in the project. O

Analyze feedback given by customers and instructors. O

Run a pilot evening program at Headquarters. O

Study results of pilot running and, if warranted, implement an evening program in specific languages. O

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A-10  
 0 - Scheduled Completion  
 X - Actual Completion

OFFICE: OTE/MATD

OBJECTIVE: Conduct a Learning Needs Assessment for the Directorate of Administration

RESPONSIBLE OFFICER: C/MTB/MATD; DA/STO

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Design Survey Instrument	0	.	.	.	.	.	.	.	.	.	.	0
2. Select Survey Sample							0					
3. Conduct Survey							0					
4. Complete Report												0
5. Submit Recommendations to Curriculum Committee												0
6. Submit Recommendations to DTE and DDTE												0
7. Submit Recommendations to DDA												0
8. Implement Recommendations												(starting 1st Qtr. 86)
9. Evaluate the Program												(1986)

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A-12

0 - Scheduled Completion  
X - Actual Completion

OFFICE: OTE/MATD

OBJECTIVE: Define Management Training Program for Agency

RESPONSIBLE OFFICER: C/MATD; C/MTB/MATD

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 STOs to Devise Strategy			0									
2. Meet with Directorate Officers as Appropriate			0									
3. Present Report to ADC and Curriculum Committee						0						
4. Present Recommendations to DTE and DDTE									0			
5. Begin Implementation of Recommendations												0

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A-13

0 - Scheduled Completion  
X - Actual Completion

OFFICE: OTE/MATD

OBJECTIVE: Implement and Revalidate Secretarial/Administrative Support Personnel Training Program

RESPONSIBLE OFFICER: C/ASB/MATD

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
-----												
1. Conduct Pilot Runnings of:												
a. Working in Washington for CIA			0									
b. Re-entering the Work Force			0									
c. Geography			0									
d. Administrative Techniques					0							
e. Telephone Techniques			0									
f. Personal Transitions			0									
g. Career Development			0									
h. Intelligence Issues					0							
i. Supervisory Skills for Secretaries			0									
j. Typing for Speed and Accuracy												0
2. Assess 1st Quarter Activities:												
a. Report to Secretarial MAG					0							
b. Report to Curriculum Committee								0				
c. Report to DTE								0				
3. Revalidate Learning Needs for Secretarial and Support Personnel												0.....0

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A-14

0 - Scheduled Completion  
X - Actual Completion

OFFICE: OTE/MATD

OBJECTIVE: Establish and Begin Implementation of an Agency-Wide  
EEO Training Plan

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/EEO to Establish Broad Outline of EEO Training Plan Objectives and Milestones	0	.	.	.	.	.	.	.	.	.	.	0
2. Draft Plan for OTE Coordination			0									
3. Coordinate Plan with D/EEO				0								
4. Present plan to Joint STO and EEO Officer Meeting					0							
5. Present Plan to DTE for Action							0					

1. Meet with D/EEO to Establish Broad Outline of EEO Training Plan Objectives and Milestones 0.....0
2. Draft Plan for OTE Coordination 0
3. Coordinate Plan with D/EEO 0
4. Present plan to Joint STO and EEO Officer Meeting 0
5. Present Plan to DTE for Action 0

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A-15

0 - Scheduled Completion  
X - Actual Completion

OFFICE: OTE/MATD

OBJECTIVE: Implement Recommendations of Writing Needs Assessment

RESPONSIBLE OFFICER: C/CTB/MATD

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Identify Writing Skills Instructors (Staff and Contract)	0	.	.	.	.	.	.	.	.	.	.	0
2. Conduct Pilot Editing Workshops												0
3. Conduct Pilot Advanced Writing (Composition) Skills Workshops						0						
4. Conduct Pilot Technical Writing Workshops									0			
5. Evaluate Workshops' Results and Make Recommendations												0

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5. Submit Recommendations  
to DTE

0

6. Implement Recommendations

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A-16

0 - Scheduled Completion  
X - Actual Completion

OFFICE: OTE/MATD

OBJECTIVE: Establish the Capability to Increase from 6 to 12 the  
Number of Yearly Runnings of the Program on Creative  
Management (POCM)

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. Initial Use of  
Local-Hire Contractors  
for Assessment and  
Part of Instruction X (FY 84)
2. Initial OCM Runnings  
by Two Teams of Two  
Each X (FY 84)
3. Begin Monthly Runnings 0
4. Evaluation by CCL                      0                      0                      0

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A-17

0 - Scheduled Completion  
X - Actual Completion

OFFICE: OTE/MATD

OBJECTIVE: Validate MATD Training Program for Agency  
Non-Supervisory Officers

RESPONSIBLE OFFICER: C/ASB/MATD

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Conduct Needs Assessment of Agency Non-Supervisory Officers						0						0
2. Submit Recommendations to C/MATD									0			
3. Submit Recommendations to Curriculum Committee										0		
4. Submit Recommendations to DTE									0			
5. Implement Recommendations											0	0
6. Evaluate Program											0	0

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A-18

O - Scheduled Completion  
X - Actual Completion

OFFICE: OTE/MATD

OBJECTIVE: Introduce MATD Competency-Related Development Program

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 topics and Speakers			0									
2. Conduct Four 1/2 to 1-Day Programs for OTE Participants			0		0			0				0

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A-19

0 - Scheduled Completion  
X - Actual Completion

OFFICE: OTE/MATD

OBJECTIVE: Develop Program for "Briefing Techniques for Professional Platform Delivery"

RESPONSIBLE OFFICER: C/ASB/MATD

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Establish Need			0									
2. Brief Senior Training Officers			0									
3. Submit Recommendations to Curriculum Committee			0									
4. Submit Recommendations to DTE			0									
5. Conduct Pilot Workshops by Contractor (if Appropriate)			0									0
6. Evaluate the Results and Recommend Final Course Design												0

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A-20

0 - Scheduled Completion  
X - Actual Completion

OFFICE: OTE/EDS

OBJECTIVE: Publish and distribute an executive newsletter

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 format used by other agencies

0

2. Extract and summarize articles

0

3. Publish Newsletter

0

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A-21

0 - Scheduled Completion  
X - Actual Completion

OFFICE: OTE/CTD

OBJECTIVE: Institute a structured system for advising Career Trainees from EOD to completion of the Career Training Program.

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 advisors for discrete groups of CTs (DA, DI, DS&T, DO, DO/Reports)													0
2. Assign appropriate CTs to each advisor													0
3. Set up and maintain a tickler system to afford each CT an advising session during each phase of the HQ portion of the program													0
4. Meet with advisors to define advising program procedures													0
5. Meet with advisors quarterly to discuss progress of program and to make appropriate changes													0

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A-22

0 - Scheduled Completion  
X - Actual Completion

OFFICE: OTE/CTD

OBJECTIVE: Review and broaden content of Agency Orientation Course for Spouses to meet requirements of all four Directorates.

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 approval of Curriculum Committee to restructure Ops Orientation Course for Spouses |  |  |  |  |  |  |  |  |  |  |  |  | 0 |
| 2. Meet with Directorate representatives to gather input for restructuring                   |  |  |  |  |  |  |  |  |  |  |  |  | 0 |
| 3. Present proposed curriculum changes to Curriculum Committee                               |  |  |  |  |  |  |  |  |  |  |  |  | 0 |
| 4. Present curriculum for new course to STOs                                                 |  |  |  |  |  |  |  |  |  |  |  |  | 0 |
| 5. Implement new Agency Orientation Course for Spouses                                       |  |  |  |  |  |  |  |  |  |  |  |  | 0 |

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A-23

0 - Scheduled Completion  
X - Actual Completion

OFFICE: OTE/CTD

OBJECTIVE: Design and implement Directorate of Administration Course for DA Career Trainees

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 draft input from all DA Offices			0									
2. Set course objectives			0									
3. Draft consolidated course proposal						0						
4. Identify classroom space			0									
5. Coordinate course proposal with DA offices and CMO/DDA											0	
6. Prepare final course proposal												0
7. Elicit and prepare case studies to be integrated into course												0
8. Identify appropriate management training segments												0

(continued)

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A-23

0 - Scheduled Completion  
X - Actual Completion

OFFICE: OTE/CTD

OBJECTIVE: continued

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
9. Obtain and copy all course materials				0								
10. Final speaker arrangements				0								
11. Run course						0						
12. Evaluate and revise as necessary								0				

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A-24

0 - Scheduled Completion  
X - Actual Completion

OFFICE: OTE/CTD

OBJECTIVE: Develop an Operations Familiarization Course for Non-DO CTs

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. Complete draft course curriculum						0						
2. Identify requirements for roleplayers						0						
3. Select roleplayers						0						
4. Present draft to Curriculum Committee for approval										0		
5. Present draft to STO members for agreement											0	
6. Conduct course												0
7. Review and revise course as necessary												0

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A-25

0 - Scheduled Completion  
X - Actual Completion

OFFICE: OTE/CTD

OBJECTIVE: Redesign Career Trainee Development Course (CTDC)

RESPONSIBLE OFFICER: [redacted]

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Complete new S&T 7-day package: expanded coverage of OSO, addition of FBIS, consolidation of OTS coverage, S&T live problem exercise			0									
2. Meet with DDI on content of threat package			0									
3. Meet with DDI on content of DI segment			0									
4. Restructure Interpersonal Communications Skills segment												0
5. Restructure S&T segment (OSO, OTS, NPIC)												0
6. Split intelligence Community segment and put briefings (FBI, NSA, DIA, INR, NIC) in more appropriate segments												0
7. Review objectives [redacted]												0
8. Develop question lists for speakers doing new CTDC briefings to help them focus talks to meet class needs												0

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A-30

0 - Scheduled Completion  
X - Actual Completion

OFFICE: OTE/IT/TIB

OBJECTIVE: Develop additional area-oriented 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. Determine need				0								0
2. Develop course plan						0						0
3. Approval from DI and Curriculum Committee									0			
4. Pilot Running									0			0
5. Evaluate program												0

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A-31

0 - Scheduled Completion  
X - Actual Completion

OFFICE: OTE/IT/TIB

OBJECTIVE: Develop and present a course on Military Analysis for analysts working in other disciplines

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. Conduct survey			0									
2. Establish content				0								
3. Obtain ADDI approval							0					
4. First running									0			

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A-33

O - Scheduled Completion  
X - Actual Completion

OFFICE: OTE/IT/TIB

OBJECTIVE: Develop course on scientific and technological forecasting for  
community 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. Develop course plan			0									
2. Approval from NIO on S&T			0									
3. Obligate funds				0								
4. Pilot running					0							
5. Evaluate program and include in S&T training									0			

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A-34

0 - Scheduled Completion  
X - Actual Completion

OFFICE: OTE/IT/PDB

OBJECTIVE: Reevaluate the CIA Today and Tomorrow Course, given the sharp decrease in enrollment

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 student feedback from 9/84 running			0									
2. Meet with STOs to determine anticipated enrollment for Spring 1985						0						
3. Make recommendation to OTE Curriculum Committee									0			

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A-35

O - Scheduled Completion  
X - Actual Completion

OFFICE: OTE/IT/PDB

OBJECTIVE: Design and present a 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. Conduct needs survey			0									
2. Develop 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

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A-36

0 - Scheduled Completion  
X - Actual Completion

OFFICE: OTE/IT/PDB

OBJECTIVE: Develop Trends & Highlights Course for each Directorate in response to DCI Search for Excellence

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. Conduct survey	0											0
2. Hire Coordinator	0											
3. Develop course schedule for Directorate #1			0									
4. Conduct course				0								
5. Develop course schedule for Directorate #2					0							
6. Conduct course						0						
7. Develop course schedule for Directorate #3							0					
8. Conduct course								0				
9. Review program									0			0

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A-37

0 - Scheduled Completion  
X - Actual Completion

OFFICE: OTE/IT/PDB

OBJECTIVE: Establish domestic field trip in the Midcareer 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. Research			0									
2. Consult with STOs and Directorates on alternatives for visits				0								
3. Develop alternative lists of field trips								0				
4. Curriculum committee approval										0		
5. Conduct experimental field trip in fall running of Midcareer Course												0
6. Evaluate results for future Midcareer Courses in Oct. 1985												

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A-40

0 - Scheduled Completion  
X - Actual Completion

OFFICE: OTE/IT/ATB

OBJECTIVE: Develop out panel of leading internal and external consultants to evaluate and review ATB curriculum

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 list of consultants			0									
2. Prepare papers on ATB curriculum												0
3. Review of curriculum by consultants												0
4. Follow-up papers due from consultants						0						
5. Second session review by consultants										0	-----	0

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B-1

0 - Scheduled Completion  
X - Actual Completion

OFFICE: OTE/MATD

OBJECTIVE: Develop a Remedial English/Writing Skills Program Using  
Computer-Based Training (CBT) as the Core Methodology

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

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- |                                                                                                                        |   |       |   |   |       |   |  |   |      |   |  |   |
|------------------------------------------------------------------------------------------------------------------------|---|-------|---|---|-------|---|--|---|------|---|--|---|
| 1. Identify and Evaluate<br>CBT English Writing<br>Programs (PLATO,<br>TICCIT, DOSs, etc.)                             | 0 | ..... | 0 |   |       |   |  |   |      |   |  |   |
| 2. Identify Potential<br>Candidates and Conduct<br>Pilot Training<br>Experiments Using CBT<br>Courseware Effectiveness |   |       |   | 0 | ..... | 0 |  |   |      |   |  |   |
| 3. Evaluate CBT Courseware<br>Effectiveness                                                                            |   |       |   |   |       |   |  | 0 | .... | 0 |  |   |
| 4. Submit Recommendations<br>to the Curriculum Committe                                                                |   |       |   |   |       |   |  |   |      |   |  | 0 |
| 5. Submit Recommendations<br>to DTE                                                                                    |   |       |   |   |       |   |  |   |      |   |  | 0 |
| 6. Implement Recommendations                                                                                           |   |       |   |   |       |   |  |   |      |   |  |   |

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C-1

0 - Scheduled Completion  
X - Actual Completion

OFFICE: OTE/CTD

OBJECTIVE: Develop and implement an automated system to provide biographic, locator and training information on Career Trainees

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 ASG/DI representative to review program prepared on VM			0									
2. Meet w/OTE Plans Group representative to review program on WANG system			0									
3. Test both systems for possible use			0									
4. Select one system to implement			0									
5. Train at least 3 CTD employees in the use of the system						0						
6. Begin using new system						0						
7. Evaluate utility of system												0

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D-1

0 - Scheduled Completion  
X - Actual Completion

OFFICE: OTE/ISTD

OBJECTIVE: Provide training for SAFE delivery I and II

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. Training on delivery I			0									
2. In conjunction with CSPO and HADRON/QSI, determine course outlines, lengths, and content for Delivery II training			0									
3. Review and determine acceptability of deliverable training materials (including dry runs)						0						
4. Transition training for all current Delivery I users on Delivery II							0-----0					
5. Initiate training on Delivery II for new users												0

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E-1

O - Scheduled Completion  
X - Actual Completion

OFFICE: OTE/LS

OBJECTIVE: Installation and Use of Xerox World Language Multiple  
Font Star 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
Decide on enhancement options for future Linguini use.			0									
Choose location for installation. Make logistical plans for wiring, etc. Alert LS faculty to imminent arrival and capabilities of Star.												0
Have system installed.												0
Initiate training of immediate and potential Star users. Assess talents of trainees and select potential trainers and promoters of Star use.												0
Assess need/in-house talent and prioritize for purchase of additional font.												0
Intensify Star training in selected language groups with old and new fonts.												0
Assess progress of ORD Linguini Project and determine whether												

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Star Lexical Functional  
Grammar Writer's  
Workbench User  
Interface should be  
expanded to a language  
other than Spanish.

0

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E-2

0 - Scheduled Completion  
X - Actual Completion

OFFICE: OTE/MATD

OBJECTIVE: Introduce MATD Competency-Related Development Program

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 topics and speakers

0

2. Conduct four 1/2 to 1-day programs for OTE participants

0

0

0

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O - Scheduled Completion  
X - Actual Completion

OFFICE:

OBJECTIVE:

RESPONSIBLE OFFICER:

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

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UNCLASSIFIED

AGENDA

OFFICE OF TRAINING AND EDUCATION

QUARTERLY PLANNING MEETING

FOURTH QUARTER FY 1985

13 DECEMBER 1985

0930 HOURS, 1025 CofC

STAT

FY 1985 Accomplishments

Overseas Training

Foreign Language Training

Executive Development

SAFE Training Update

General Discussion

*Fourth QTR Review  
Cancelled due to  
DDA retirement*

UNCLASSIFIED

AGENDA

OFFICE OF TRAINING AND EDUCATION

QUARTERLY PLANNING MEETING

THIRD QUARTER FY 1985

9 SEPTEMBER 1985

0930 HOURS, 1025 CofC

STAT

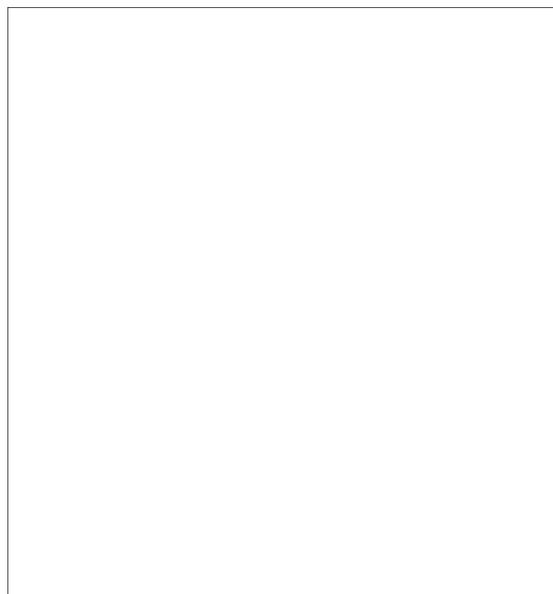
Opening Remarks

Soviet Affairs Training Program

Personal Computer Training

The New Communications Training Program

General Discussion



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25X1

25X1

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January 1986. Finally, [ ] explained two options being considered relative to PC training courses. The first option would be a self-study program involving the utilization of supplementary tutorials for software packages. The second option would be a course taught in the classroom involving PC to mainframe communications. At this point in the session, there was a discussion regarding whether individual components should conduct their own computer-training or whether OTE should put courses together on behalf of everyone. The DDA indicated OTE should study the issue and follow up accordingly.

25X1

4. [ ] then addressed the New Communications Training Program. According to the speakers, the agency has discovered a need to expand its Communications Training Program, as there are too few writing courses available. In FY 1985, five courses were added: Advanced Writing, Developing Writing Confidence, Technical Writing, Editors' Forum, and Editing Workshops. That addition brought the total of courses available up to seven, so more ideas were generated. Grammar Review, Executive Development, Report Writing and Memo Writing are currently under consideration. The speakers provided the attendees with an organizational chart and each communication course was briefly explained.

25X1

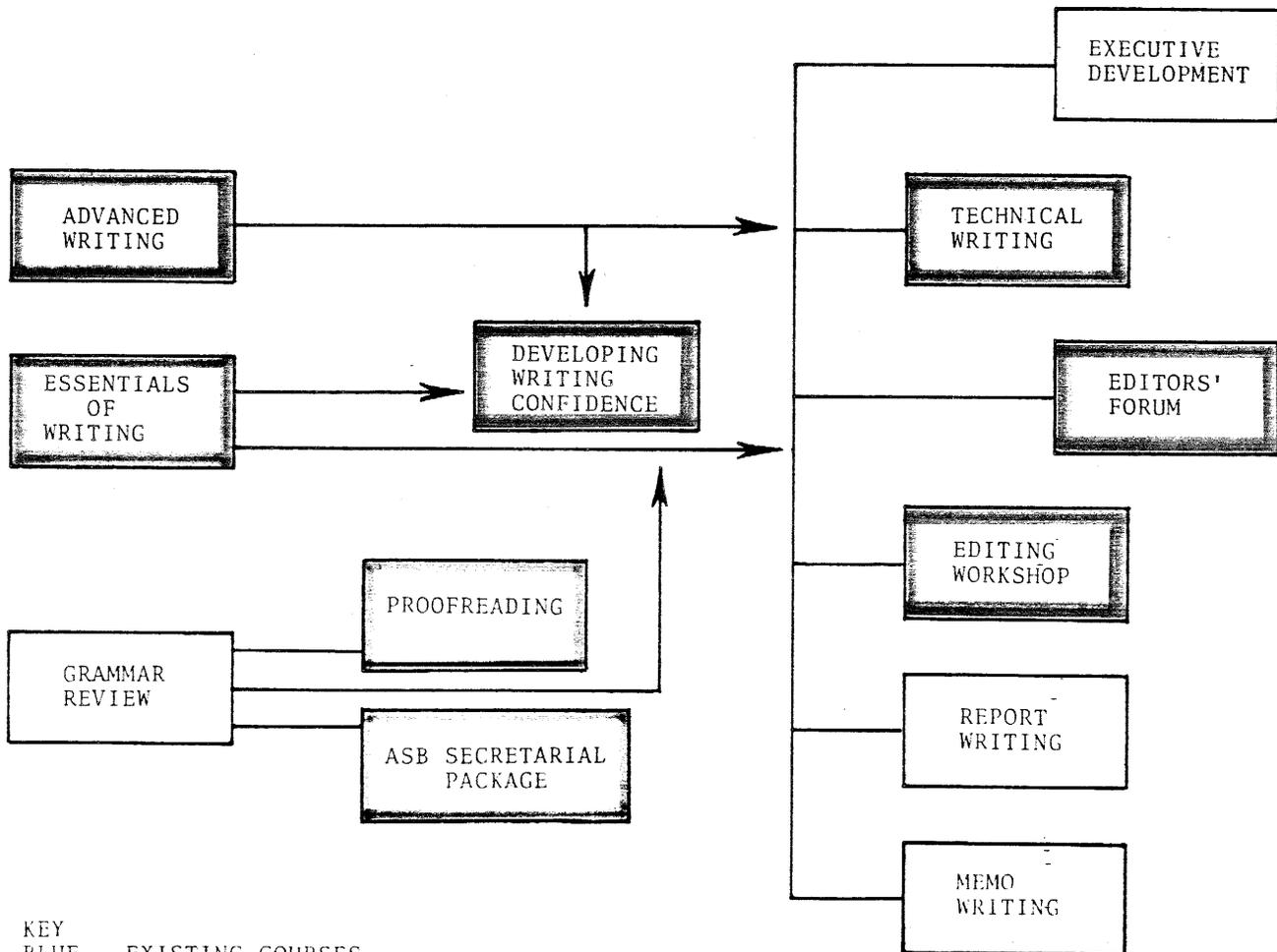
5. Following this presentation, there was a general discussion and the meeting was adjourned.

25X1

Distribution:  
Orig - File

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WRITING PROGRAM  
COMMUNICATIONS TRAINING BRANCH



KEY  
BLUE - EXISTING COURSES  
ORANGE - DEVELOPED DURING FY-1985  
YELLOW - TO BE DEVELOPED

## WRITING COURSES NOW OFFERED BY THE COMMUNICATIONS BRANCH

Our course offerings are not strictly sequential, but stress different aspects of writing and are designed to be complementary. There is a sequence, however, and a student can take more than one course.

The Essentials of writing has traditionally been our basic course. It is basic but not remedial and includes grammar review but not a total grammar program. Students also write in this course: they work independently and have several conferences with the instructor. The basic approach is tutorial.

Developing Writing Confidence develops the student's knowledge of his own process of writing, the various phases of the composing process, and the importance of revision. I have recommended this course to DO/CCS officers who found it useful and who subsequently signed up for Essentials of Writing. Developing Writing Confidence has been well received by both secretaries and branch chiefs. It seems to reassure students and many are then ready for more training in writing. The basic model is that developed by the National Writing Project.

Advanced Writing is a level above the Essentials and can be considered part of a sequence. Here we consider writing as strategy. We stress audience analysis and organization as well as appropriate tone. Students work on three writing projects developed as part of an Agency situation--they write as part of a team and produce individual products as well. In addition, they have individual conferences with the instructor and are able to benefit from the writing expertise of Agency experts who address the group and answer questions about writing in the Agency. Basic model: case study approach.

Technical Writing addresses the problems writers of technical documents must face. It includes a discussion of certain technical situations--process and product descriptions, the writing of instructions, and also discusses generic writing problems--the use of the passive voice and frequent use of noun strings--which particularly plague technical writers. The instructor often uses examples from writing that the students provide. The emphasis is on revision.

Editing Workshop stresses editing rather than composing. It also includes some discussion of revision. As it now exists, this course is basic, not intended for professional Agency editors, but for those who find they must now edit others' work and want some basic techniques.

&subject ='Third Quarter Update 85'

&class =4, 'CONFIDENTIAL'

A-1

0 - Scheduled Completion  
X - Actual Completion

OFFICE: LS/OTE

OBJECTIVE: Calibrate FSI/CIA Oral Proficiency Scoring Procedures

25X1

RESPONSIBLE OFFICER:

[Redacted]

25X1

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

-----  
COMPLETE

Negotiate mutually acceptable procedures with FSI for a pilot project in French to analyze CIA/FSI interrater reliability.

X

Complete project and study results.

X

Report to Language Development Committee on FSI/CIA score comparability [Redacted] and decide whether similar studies should be undertaken in other languages.

X

25X1

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A-2

O - Scheduled Completion  
 X - Actual Completion

OFFICE: LS/OTE

OBJECTIVE: Develop an instrument that can supply feedback to the Instructor on the effectiveness of their teaching.

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

Brief the Linguistic Committee on the project	X
-----------------------------------------------	---

Get input from all members of the Linguistic Committee on the project	X
-----------------------------------------------------------------------	---

Get input from the language section coordinators on the project	0 --->X
-----------------------------------------------------------------	---------

CANCEL REMAINING ACTIVITIES UNTIL NEXT FY

Prepare computer program on SAS	0
---------------------------------	---

Run the program	0
-----------------	---

Field test the program with the LS students	0
---------------------------------------------	---

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A-3

0 - Scheduled Completion  
X - Actual Completion

OFFICE: LS/OTE

OBJECTIVE: Development of Reading Proficiency Tests

[Redacted]

RESPONSIBLE OFFICER:

[Redacted]

25X1

ACTIVITIES PLANNED

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

-----

COMPLETE

Analyze results of field testing.

X

Eliminate or repair faulty items.

X

Print and implement new tests for:

[Redacted]

X

X  
X

25X1

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A-4

0 - Scheduled Completion  
X - Actual Completion

OFFICE: LS/OTE

25X1

OBJECTIVE: Development of Reading Proficiency Tests

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

---

Write all test items.	X											
Review all test items	X											
Complete field test												
version of test			X									
Select field test candidates for test			X									
Field test						X						
Analyze results of field testing								0 --->	0 ----->			0
Eliminate or repair faulty items								0 ----->	0 ----->			0
Print and implement new test												0-> NEXT FY

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A-5

0 - Scheduled Completion  
X - Actual Completion

OFFICE: LS/OTE

OBJECTIVE: Development of Reading Proficiency Tests [redacted]

RESPONSIBLE OFFICER: [redacted]

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

Write all test items. 0 ----> 0

Review all test items. NEXT FY >

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A-6

0 - Scheduled Completion  
X - Actual Completion

OFFICE: LS/OTE

OBJECTIVE: Development of a Recorded Listening Comprehension Proficiency  
Test [ ] to be Later Implemented in Other Languages

RESPONSIBLE OFFICER: [ ]

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

Write all test items.			X										
Review all test items.						X							
Complete field test version of test.						X							
Design a comprehensive system for administering test.				0	----->	0	----->			X			
Field test test.						0	----->	0	----->	0	----->	0	
Analyze results of field testing.								0	----->	0	----->	0	
REMAINING ACTIVITIES NEXT FY													
Eliminate or repair faulty items.								0	----->	0			
Implement new test.										0	----->	0	
Initiate process for use in other languages.											0	----->	0

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A-7

0 - Scheduled Completion  
X - Actual Completion

OFFICE: LS/OTE

OBJECTIVE: Evaluate Language Use Questionnaires for Returnees

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

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COMPLETE

Code questionnaires design to provide the LS with current information about language use and needs of Agency employees overseas.

X

Design a prompted data entry.

0 -----> X

Evaluate results in terms of students' use of the target language in the field and the degree to which LS training prepares them for their job.

0 -----> X

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A-8

0 - Scheduled Completion  
X - Actual Completion

OFFICE: LS/OTE

OBJECTIVE: Develop Survival Level Courses

[Redacted]

RESPONSIBLE OFFICER:

[Redacted]

25X1

ACTIVITIES PLANNED

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

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CANCELED GERMAN AND SUBSTITUTED TURKISH  
TURKISH CANCELED THIRD QUARTER

Confirm need for survival courses with LS customers. X

Meet with department chiefs and language coordinators to discuss the "Survival" concept and develop a working plan. X

Brief instructors on "Survival" rationale and developmental procedures. X

Determine course content and write objectives for each language. X

Develop courses. X

Run pilot survival courses in the languages selected. 0 -----> X

Evaluate and calibrate pilot courses. 0 -----> X

Determine future survival course development. 0 -----> 0

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A-9

0 - Scheduled Completion  
X - Actual Completion

OFFICE: LS/OTE

OBJECTIVE: Develop a Proficiency or Skill Oriented Language Teaching Curriculum

RESPONSIBLE OFFICER:

[Redacted Box]

25X1

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

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Define "proficiency or skill oriented" curriculum.													X
Brief pertinent LS instructors about what this type of curriculum means.													0 -----> 0 -----> X
Develop a proficiency or skill oriented curriculum in one language.													0 -----> 0 NEXT FY
Experiment with and refine pilot project in the classroom.													0 -----> NEXT FY
Study the results of the experiment.													0 -----> NEXT FY
If results are positive, develop a proficiency or skill oriented curriculum in five major languages.													0 -----> NEXT FY

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A-10

O - Scheduled Completion  
 X - Actual Completion

OFFICE: LS/OTE

OBJECTIVE: Study the Feasibility of Establishing an Evening Language School at Headquarters

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

COMPLETE

Talk to Language School instructors to determine their interest in the project.	X
---------------------------------------------------------------------------------	---

Talk to possible customers to determine their interest in the project.	X
------------------------------------------------------------------------	---

Analyze feedback given by customers and instructors.	X
------------------------------------------------------	---

Run a pilot evening program at Headquarters.	X
----------------------------------------------	---

Study results of pilot running and, if warranted, implement an evening program in specific languages.	X
-------------------------------------------------------------------------------------------------------	---

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A-11A

O - Scheduled Completion  
X - Actual Completion

OFFICE: OTE/MATD

OBJECTIVE: Conduct a Learning Needs Assessment for the Directorate  
of Administration

RESPONSIBLE OFFICER: C/MTB/MATD; DA/STO

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

-----  
ENTIRE OBJECTIVE PUT ON HOLD

1. Design Survey Instrument	0											
2. Select Survey Sample							0					
3. Conduct Survey								0				
4. Complete Report										0		
5. Submit Recommendations to Curriculum Committee										0		
6. Submit Recommendations to DTE and DDTE												0
7. Submit Recommendations to DDA												0
8. Implement Recommendations												(starting 1st Qtr. 86)
9. Evaluate the Program												(1986)

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A-11B

0 - Scheduled Completion  
 X - Actual Completion

OFFICE: OTE/MATD

OBJECTIVE: Conduct a Learning Needs Assessment for the Directorate  
 of Operations

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 Survey Instrument                          | 0 | -----> | 0 |  |  |   |        |        |   |   |   |                       |
| 2. Select Survey Sample                              |   |        |   |  |  | 0 | -----> | 0      |   |   |   |                       |
| 3. Conduct Survey                                    |   |        |   |  |  |   | 0      | -----> | 0 |   |   |                       |
| 4. Complete Report                                   |   |        |   |  |  |   |        |        |   | 0 | > | NEXT FY               |
| 5. Submit Recommendations<br>to Curriculum Committee |   |        |   |  |  |   |        |        |   | 0 | > | NEXT FY               |
| 6. Submit Recommendations<br>to DTE and DDTE         |   |        |   |  |  |   |        |        |   |   |   | 0 >>                  |
| 7. Submit Recommendations to DDO                     |   |        |   |  |  |   |        |        |   |   |   | 0                     |
| 8. Implement Recommendations                         |   |        |   |  |  |   |        |        |   |   |   | (Starting 1st Qtr 86) |
| 9. Evaluate the Program                              |   |        |   |  |  |   |        |        |   |   |   | (1986)                |

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A-12

O - Scheduled Completion  
 X - Actual Completion

OFFICE: OTE/MATD

OBJECTIVE: Define Management Training Program for Agency

RESPONSIBLE OFFICER: C/MATD; C/MTB/MATD

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

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ENTIRE OBJECTIVE BEING REDEFINED  
 A comprehensive management program review is  
 scheduled for Oct - Dec

- |                                                   |  |  |   |  |  |   |  |  |   |  |  |   |
|---------------------------------------------------|--|--|---|--|--|---|--|--|---|--|--|---|
| 1. Meet with STOs to Devise Strategy              |  |  | 0 |  |  |   |  |  |   |  |  |   |
| 2. Meet with Directorate Officers as Appropriate  |  |  | 0 |  |  |   |  |  |   |  |  |   |
| 3. Present Report to ADC and Curriculum Committee |  |  |   |  |  | 0 |  |  |   |  |  |   |
| 4. Present Recommendations to DTE and DDTE        |  |  |   |  |  |   |  |  | 0 |  |  |   |
| 5. Begin Implementation of Recommendations        |  |  |   |  |  |   |  |  |   |  |  | 0 |

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A-13

O - Scheduled Completion  
 X - Actual Completion

OFFICE: OTE/MATD

OBJECTIVE: Implement and Revalidate Secretarial/Administrative  
 Support Personnel Training Program

RESPONSIBLE OFFICER: C/ASB/MATD

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

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- |                                                                    |  |  |   |  |  |   |  |  |   |           |   |        |
|--------------------------------------------------------------------|--|--|---|--|--|---|--|--|---|-----------|---|--------|
| 1. Conduct Pilot Runnings of:                                      |  |  |   |  |  |   |  |  |   |           |   |        |
| a. Working in Washington for CIA                                   |  |  | X |  |  |   |  |  |   |           |   |        |
| b. Re-entering the Work Force                                      |  |  | X |  |  |   |  |  |   |           |   |        |
| c. Geography                                                       |  |  | X |  |  |   |  |  |   |           |   |        |
| d. Administrative Techniques                                       |  |  |   |  |  | X |  |  |   |           |   |        |
| e. Telephone Techniques                                            |  |  | X |  |  |   |  |  |   |           |   |        |
| f. Personal Transitions                                            |  |  | X |  |  |   |  |  |   |           |   |        |
| g. Career Development                                              |  |  | X |  |  |   |  |  |   |           |   |        |
| h. Intelligence Issues                                             |  |  |   |  |  |   |  |  | O | (NEXT FY) |   |        |
| i. Supervisory Skills for Secretaries                              |  |  | X |  |  |   |  |  |   |           |   |        |
| j. Typing for Speed and Accuracy                                   |  |  |   |  |  |   |  |  |   |           | X |        |
| 2. Assess 1st Quarter Activities:                                  |  |  |   |  |  |   |  |  |   |           |   |        |
| a. Report to Secretarial MAG                                       |  |  |   |  |  | X |  |  |   |           |   |        |
| b. Report to DTE                                                   |  |  |   |  |  |   |  |  |   | X         |   |        |
| 3. Revalidate Learning Needs for Secretarial and Support Personnel |  |  |   |  |  |   |  |  |   |           | X | .....X |

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A-14

O - Scheduled Completion  
 X - Actual Completion

OFFICE: OTE/MATD

OBJECTIVE: Establish and Begin Implementation of an Agency-Wide  
 EEO Training Plan

RESPONSIBLE OFFICER:

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

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CANCEL OBJECTIVE -- O/EEO WANTS TO RETAIN CONTROL OF TRAINING  
 COMPREHENSIVE REVIEW HAS BEEN SCHEDULED FOR OCT - DEC

- |    |                                                                                                       |   |       |   |   |   |   |  |  |  |  |  |
|----|-------------------------------------------------------------------------------------------------------|---|-------|---|---|---|---|--|--|--|--|--|
| 1  | Meet with D/EEO<br>to Establish Broad<br>Outline of EEO Training<br>Plan Objectives<br>and Milestones | 0 | ..... | 0 |   |   |   |  |  |  |  |  |
| 2. | Draft Plan for OTE<br>Coordination                                                                    |   |       | 0 |   |   |   |  |  |  |  |  |
| 3. | Coordinate Plan with<br>D/EEO                                                                         |   |       |   | 0 |   |   |  |  |  |  |  |
| 4. | Present plan to Joint<br>STO and EEO Officer<br>Meeting                                               |   |       |   |   | 0 |   |  |  |  |  |  |
| 5. | Present Plan to DTE<br>for Action                                                                     |   |       |   |   |   | 0 |  |  |  |  |  |

CONFIDENTIAL

CONFIDENTIAL

A-15

O - Scheduled Completion  
 X - Actual Completion

OFFICE: OTE/MATD

OBJECTIVE: Implement Recommendations of Writing Needs Assessment

RESPONSIBLE OFFICER: C/CTB/MATD

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

	-----											
	COMPLETE											
1. Identify Writing Skills Instructors (Staff and Contract)	0	.....	X									
2. Conduct Pilot Editing Workshops				0	-----	>	0					X
3. Conduct Pilot Advanced Writing (Composition) Skills Workshops							0	-->	0			X
4. Conduct Pilot Technical Writing Workshops										0	-->	X
5. Evaluate Workshops' Results and Make Recommendations												0 -> X

CONFIDENTIAL

CONFIDENTIAL

A-16

O - Scheduled Completion  
X - Actual Completion

OFFICE: OTE/MATD

OBJECTIVE: Establish the Capability to Increase  the  
Number of Yearly Runnings of the Program on Creative  
Management (POCM)

25X1

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

COMPLETE

1. Initial Use of Local-Hire Contractors for Assessment and Part of Instruction X (FY 84)
2. Initial OCM Runnings by Two Teams of Two Each X (FY 84)
3. Begin Monthly Runnings X
4. Evaluation by CCL X X X

CONFIDENTIAL

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A-17

0 - Scheduled Completion  
 X - Actual Completion

OFFICE: OTE/MATD

OBJECTIVE: Validate MATD Training Program for Agency  
 Non-Supervisory Officers

RESPONSIBLE OFFICER: C/ASB/MATD

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

---

CANCEL ENTIRE OBJECTIVE

- |                                                                      |  |  |  |  |  |  |  |  |  |  |  |         |
|----------------------------------------------------------------------|--|--|--|--|--|--|--|--|--|--|--|---------|
| 1. Conduct Needs Assessment<br>of Agency Non-Supervisory<br>Officers |  |  |  |  |  |  |  |  |  |  |  | 0.....0 |
| 2. Submit Recommendations<br>to C/MATD                               |  |  |  |  |  |  |  |  |  |  |  | 0       |
| 3. Submit Recommendations<br>to Curriculum Committee                 |  |  |  |  |  |  |  |  |  |  |  | 0       |
| 4. Submit Recommendations<br>to DTE                                  |  |  |  |  |  |  |  |  |  |  |  | 0       |
| 5. Implement Recommendations                                         |  |  |  |  |  |  |  |  |  |  |  | 0....0  |
| 6. Evaluate Program                                                  |  |  |  |  |  |  |  |  |  |  |  | 0....0  |

CONFIDENTIAL

CONFIDENTIAL

A-19

O - Scheduled Completion  
 X - Actual Completion

OFFICE: OTE/MATD

OBJECTIVE: Develop Program for "Briefing Techniques for Professional Platform Delivery"

RESPONSIBLE OFFICER: C/ASB/MATD

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

1. Establish Need			X									
2. Brief Senior Training Officers												X
3. Submit Recommendations to Curriculum Committee												X
4. Submit Recommendations to DTE												X
5. Conduct Pilot Workshops by Contractor (If Appropriate)												O.....O ----- X (two in May)
6. Evaluate the Results and make recommendations to Curriculum Committee												O -----> O

CONFIDENTIAL

CONFIDENTIAL

A-20

0 - Scheduled Completion  
X - Actual Completion

OFFICE: OTE/EDS

OBJECTIVE: Publish and distribute an executive newsletter

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

---

COMPLETE

- |                                         |  |  |   |  |  |  |  |   |   |  |  |   |
|-----------------------------------------|--|--|---|--|--|--|--|---|---|--|--|---|
| 1. Review format used by other agencies |  |  | X |  |  |  |  |   |   |  |  |   |
| 2. Extract and summarize articles       |  |  |   |  |  |  |  |   | X |  |  |   |
| 3. Publish Newsletter                   |  |  |   |  |  |  |  | 0 |   |  |  | X |

CONFIDENTIAL

CONFIDENTIAL

A-21

O - Scheduled Completion  
 X - Actual Completion

OFFICE: OTE/CTD

OBJECTIVE: Institute a structured system for advising Career Trainees from EOD to completion of the Career Training Program.

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

COMPLETE

- |                                                                                                                                  |   |        |   |        |   |  |  |  |  |  |  |   |
|----------------------------------------------------------------------------------------------------------------------------------|---|--------|---|--------|---|--|--|--|--|--|--|---|
| 1. Identify advisors for discrete groups of CTs (DA, DI, DS&T, DO, DO/ Reports)                                                  | X |        |   |        |   |  |  |  |  |  |  |   |
| 2. Assign appropriate CTs to each advisor                                                                                        | X |        |   |        |   |  |  |  |  |  |  |   |
| 3. Set up and maintain a tickler system to afford each CT an advising session during each phase of the HQ portion of the program | 0 | -----> | 0 | -----> | X |  |  |  |  |  |  |   |
| 4. Meet with advisors to define advising program procedures                                                                      | X |        |   |        |   |  |  |  |  |  |  |   |
| 5. Meet with advisors quarterly to discuss progress of program and to make appropriate changes                                   |   |        |   |        |   |  |  |  |  |  |  | X |

CONFIDENTIAL

CONFIDENTIAL

A-22

O - Scheduled Completion  
 X - Actual Completion

OFFICE: OTE/CTD

OBJECTIVE: Review and broaden content of Agency Orientation Course for Spouses to meet requirements of all four Directorates.

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

-----  
 COMPLETE

- |                                                                                              |   |   |   |   |   |        |  |  |  |  |  |   |
|----------------------------------------------------------------------------------------------|---|---|---|---|---|--------|--|--|--|--|--|---|
| 1. Obtain approval of Curriculum Committee to restructure Ops Orientation Course for Spouses | 0 | X |   |   |   |        |  |  |  |  |  |   |
| 2. Meet with Directorate representatives to gather input for restructuring                   | 0 | X |   |   |   |        |  |  |  |  |  |   |
| 3. Present proposed curriculum changes to Curriculum Committee                               |   |   | 0 | X |   |        |  |  |  |  |  |   |
| 4. Present curriculum for new course to STOs                                                 |   |   | 0 | X |   |        |  |  |  |  |  |   |
| 5. Implement new Agency Orientation Course for Spouses                                       |   |   |   |   | 0 | -----> |  |  |  |  |  | X |

CONFIDENTIAL

CONFIDENTIAL

A-23

0 - Scheduled Completion  
X - Actual Completion

OFFICE: OTE/CTD

OBJECTIVE: Design and implement Directorate of Administration Course for DA Career Trainees

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
--------------------	--------------------------	--------------------------	--------------------------	--------------------------

COMPLETE

- |                                                                 |        |        |        |   |
|-----------------------------------------------------------------|--------|--------|--------|---|
| 1. Obtain draft input from all DA Offices                       | 0      | -----> | X      |   |
| 2. Set course objectives                                        | X      |        |        |   |
| 3. Draft consolidated course proposal                           |        | X      |        |   |
| 4. Identify classroom space                                     | X      |        |        |   |
| 5. Coordinate course proposal with DA offices and CMO/DDA       | 0      | -----> | X      |   |
| 6. Prepare final course proposal                                |        | 0      | -----> | X |
| 7. Elicit and prepare case studies to be integrated into course | CANCEL |        | 0      |   |
| 8. Identify appropriate management training segments            |        | X      |        |   |

(continued)

CONFIDENTIAL

CONFIDENTIAL

A-23

O - Scheduled Completion  
X - Actual Completion

OFFICE: OTE/CTD

OBJECTIVE: continued

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

---

9. Obtain and copy all course materials

O ----> X

10. Final speaker arrangements

O-> X

11. Run course

X

12. Evaluate and revise as necessary

O ----->

Activity 12 has been made into an objective for FY 86

CONFIDENTIAL

CONFIDENTIAL

A-24

0 - Scheduled Completion  
 X - Actual Completion

OFFICE: OTE/WOTS

OBJECTIVE: Develop an Operations Familiarization Course for Non-DO CTs

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

												COMPLETE
1. Complete draft course curriculum												X
2. Identify requirements for roleplayers												X
3. Select roleplayers												X
4. Present draft to Curriculum Committee for approval												X 0
5. Present draft to STO members for agreement												X 0
6. Conduct course												X
7. Review and revise course as necessary												X

CONFIDENTIAL



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Next 3 Page(s) In Document Denied

CONFIDENTIAL

A-30

0 - Scheduled Completion  
X - Actual Completion

25X1

OFFICE: OTE/IT/TIB

OBJECTIVE: Develop plan for series of area-oriented course

RESPONSIBLE OFFICER:

[Redacted box]

25X1

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

---

ITEM 1 IN PROGRESS -- PROJECTED COMPLETION OF OBJECTIVE EARLY FY 86

- |                                                           |   |        |   |        |   |
|-----------------------------------------------------------|---|--------|---|--------|---|
| 1. Determine need                                         | 0 | ---    | 0 | -----> | 0 |
| 2. Develop plan for courses                               | 0 | ---    | 0 | -----> | 0 |
| 3. Approval from Directorates<br>and Curriculum Committee | 0 | -----> | 0 |        |   |
| REMAINING ACTIVITIES NEXT FY                              |   |        |   |        |   |
| 4. Pilot Running                                          | 0 | -----> | 0 |        |   |
| 5. Evaluate program                                       | 0 | -->    | 0 |        |   |

CONFIDENTIAL

25X1

**Page Denied**



CONFIDENTIAL

A-33

O - Scheduled Completion  
 X - Actual Completion

OFFICE: OTE/IT/TIB

OBJECTIVE: Develop course on scientific and technological forecasting for  
 community 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. Develop course plan                          | X |   |          | COMPLETE |
| 2. Approval from NIO on S&T                     | X |   |          |          |
| 3. Obligate funds                               |   | X |          |          |
| 4. Pilot running                                |   |   | X -----> | X        |
| 5. Evaluate program and include in S&T training |   |   |          | X        |

CONFIDENTIAL

CONFIDENTIAL

A-34

0 - Scheduled Completion  
X - Actual Completion

OFFICE: OTE/IT/PDB

OBJECTIVE: Reevaluate the CIA Today and Tomorrow Course, given the sharp decrease in enrollment

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

---

COURSE CANCELLED BY D/OTE

- 1. Review student feedback from 9/84 running X
  
- 2. Meet with STOs to determine anticipated enrollment for 1985 0 -----> 0 -----> 0
  
- 3. Make recommendation to OTE Curriculum Committee 0 -----> 0

CONFIDENTIAL

CONFIDENTIAL

A-35

0 - Scheduled Completion  
 X - Actual Completion

OFFICE: OTE/IT/PDB

OBJECTIVE: Design and present a 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

---

DELETE ENTIRE OBJECTIVE -- LACK OF FUNDS  
 ESTABLISH AS AN FY 86 OBJECTIVE

1. Conduct needs survey													0
2. Develop 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

CONFIDENTIAL

CONFIDENTIAL

A-36

O - Scheduled Completion  
 X - Actual Completion

OFFICE: OTE/IT/PDB

OBJECTIVE: Develop Trends & Highlights Course for each Directorate in response to DCI Search for Excellence

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

---

DELETE OBJECTIVE

- |                                |   |   |   |   |  |  |   |  |  |  |  |  |
|--------------------------------|---|---|---|---|--|--|---|--|--|--|--|--|
| 1. Conduct survey              | O | O | O | X |  |  |   |  |  |  |  |  |
| 2. Hire Coordinator            | X |   |   |   |  |  |   |  |  |  |  |  |
| 3. Curriculum Committee Review |   |   |   |   |  |  | X |  |  |  |  |  |

DECISION MADE FOR DIRECTORATES TO DO ALONE

- |                                               |   |  |  |   |   |   |  |  |   |  |  |  |
|-----------------------------------------------|---|--|--|---|---|---|--|--|---|--|--|--|
| 4. Develop course schedule for Directorate #1 | O |  |  |   |   |   |  |  |   |  |  |  |
| 5. Conduct course                             |   |  |  | O |   |   |  |  |   |  |  |  |
| 6. Develop course schedule for Directorate #2 |   |  |  |   | O |   |  |  |   |  |  |  |
| 7. Conduct course                             |   |  |  |   |   | O |  |  |   |  |  |  |
| 8. Review program                             |   |  |  |   |   |   |  |  | O |  |  |  |

CONFIDENTIAL

CONFIDENTIAL

A-37

O - Scheduled Completion  
 X - Actual Completion

OFFICE: OTE/IT/PDB

OBJECTIVE: Establish domestic field trip in the Midcareer 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

-----

DELETE ENTIRE OBJECTIVE -- LACK OF FUNDS  
 MID-CAREER OPTIONS PAPER ISSUED

- |                                                                        |   |  |  |  |  |  |         |  |   |   |  |   |
|------------------------------------------------------------------------|---|--|--|--|--|--|---------|--|---|---|--|---|
| 1. Research                                                            | 0 |  |  |  |  |  |         |  |   |   |  |   |
| 2. Consult with STOs and Directorates on alternatives for visits       |   |  |  |  |  |  | 0-----0 |  |   |   |  |   |
| 3. Develop alternative lists of field trips                            |   |  |  |  |  |  |         |  | 0 |   |  |   |
| 4. Curriculum committee approval                                       |   |  |  |  |  |  |         |  |   | 0 |  |   |
| 5. Conduct experimental field trip in fall running of Midcareer Course |   |  |  |  |  |  |         |  |   |   |  | 0 |
| 6. Evaluate results for future Midcareer Courses in Oct. 1985          |   |  |  |  |  |  |         |  |   |   |  |   |

CONFIDENTIAL

CONFIDENTIAL

A-38

0 - Scheduled Completion  
X - Actual Completion

OFFICE: OTE/IT/ATB

OBJECTIVE: Develop, under contract, a set of diagnostic tests on cognition to be used in the training of analysts

RESPONSIBLE OFFICER:

25X1

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

---

- 1. Research on possible contractors X
- 2. Select and hire cognitive psychologist X
- 3. Conduct research. 0-----> 0 -> X Ongoing

REMAINING ACTIVITIES FY86

- 4. Test battery of instruments 0
- 5. Apply in ATB analysis courses 0---->

CONFIDENTIAL

CONFIDENTIAL

A-39

O - Scheduled Completion  
X - Actual Completion

OFFICE: OTE/IT/ATB

OBJECTIVE: Develop and teach a customized course in analysis and writing for  
National Narcotics Border Interdiction 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

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- |                                |  |  |   |   |  |   |   |     |   |       |  |  |          |
|--------------------------------|--|--|---|---|--|---|---|-----|---|-------|--|--|----------|
|                                |  |  |   |   |  |   |   |     |   |       |  |  | COMPLETE |
| 1. Select staff                |  |  | X |   |  |   |   |     |   |       |  |  |          |
| 2. Conduct need survey         |  |  |   | X |  |   |   |     |   |       |  |  |          |
| 3. Pilot running               |  |  |   |   |  | X |   |     |   |       |  |  |          |
| 4. Run course for five regions |  |  |   |   |  |   | X | --- | X | ----- |  |  | > X      |

CONFIDENTIAL

CONFIDENTIAL

A-40

O - Scheduled Completion  
X - Actual Completion

OFFICE: OTE/IT/ATB

OBJECTIVE: Develop out panel of leading internal and external consultants to evaluate and review ATB curriculum

RESPONSIBLE OFFICER:

[Redacted Name Box]

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 list of consultants			X											
2. Prepare papers on ATB curriculum						X								
							DELAY DUE LACK OF FUNDS -- FUNDS NOW AVAILABLE							
3. Review of curriculum by consultants							O	-----					X	
4. Follow-up papers due from consultants								O	-----					X
5. Second session review by consultants												O-----O> NEXT FY		

1. Develop list of consultants

X

2. Prepare papers on ATB curriculum

X

DELAY DUE LACK OF FUNDS -- FUNDS NOW AVAILABLE

3. Review of curriculum by consultants

O -----> X

4. Follow-up papers due from consultants

O -----> X

5. Second session review by consultants

O-----O> NEXT FY

CONFIDENTIAL



CONFIDENTIAL

A-42

0 - Scheduled Completion  
X - Actual Completion

OFFICE: LS/OTE

OBJECTIVE: Calibrate FSI/DLI/CIA Oral Proficiency Scoring Procedures in

RESPONSIBLE OFFICER:

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

NEW OBJECTIVE ADDED SECOND QUARTER

1. Negotiate mutually acceptable procedures with FSI and DLI for a project in  to analyze interrater reliability

X

2. Complete project, review results, implement changes if necessary

NEXT FY

CONFIDENTIAL

CONFIDENTIAL

B-1

O - Scheduled Completion  
 X - Actual Completion

OFFICE: OTE/MATD

OBJECTIVE: Develop a Remedial English/Writing Skills Program Using  
 Computer-Based Training (CBT) as the Core Methodology

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 and Evaluate<br>CBT English Writing<br>Programs (PLATO,<br>TICCIT, DOSs, etc.)                                     | O ----> X |  |           |   |
| 2. Identify Potential<br>Candidates and Conduct<br>Pilot Training<br>Experiments Using CBT<br>Courseware Effectiveness (PLATO) | O ----->X |  |           |   |
| 3. Evaluate CBT courseware<br>effectiveness                                                                                    |           |  | O ----->X |   |
| REMAINING HELD UNTIL NEXT FY                                                                                                   |           |  |           |   |
| 4. Submit recommendations<br>to the curriculum committe                                                                        |           |  |           | O |
| 5. Submit recommendations<br>to DTE                                                                                            |           |  |           | O |
| 6. Implement recommendations                                                                                                   |           |  |           |   |

CONFIDENTIAL

CONFIDENTIAL

B-2

O - Scheduled Completion  
 X - Actual Completion

OFFICE: OTE/IT/TIB

OBJECTIVE: Develop Computer Aided Instruction Curricula for Military Analysis 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. Review 3 war games for computer application X
  - 2. Revise NATO Division Commander program X
  - 3. Test North Atlantic 86 X
  - 4. Program Mech War X
  - 5. Test programs X--X
  - 6. Develop tutorial on principles of war O -----> X
  - 7. Develop tutorials with voice narrative/animation on Apple computers O CANCEL ACTIVITY UNTIL NEXT FY
  - 8. Develop fully computerized warfare games X (integrated into course)

CONFIDENTIAL

CONFIDENTIAL

B-3

O - Scheduled Completion  
 X - Actual Completion

OFFICE: LS/OTE

OBJECTIVE: Develop a pilot program for Hazeltine to do a videodisk to be later used in the SURs 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

---

NEW OBJECTIVE -- ADDED FIRST QUARTER

1. Collect materials needed for the development of the program	X												
2. Brief Hazeltine on the SURs Course	X												
3. Do research on existing videodisk programs	X												
4. Do research on existing interactive forms of instruction	X												
5. Analyze SURs lessons to be developed for videodisk				X									
6. Develop the materials to be videotaped							X						
7. Review the interactive material								X					
8. Develop the material to be digitized						X		X					
9. Translation of Spanish material into English by Hazeltine						X		X					
10. Videotape segments									O	----->		X	
11. Edit final product										O	----->		O

CONFIDENTIAL

25X1

**Page Denied**

CONFIDENTIAL

D-1

O - Scheduled Completion  
 X - Actual Completion

OFFICE: OTE/ISTD

OBJECTIVE: Provide training for SAFE delivery I and II

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. Training on delivery I                                                                                            | X |        |        |           |
| 2. In conjunction with CSPO and HADRON/QSI, determine course outlines, lengths, and content for Delivery II training | 0 | -----> | X      | **        |
| 3. Review and determine acceptability of deliverable training materials (including dry runs)                         | 0 | -----> | 0      |           |
| 4. Transition training for all current Delivery I uses on Delivery II                                                | 0 | -----0 | -----> | NEXT FY   |
| 5. Initiate training on Delivery II for new users                                                                    |   |        |        | 0 NEXT FY |

\*\* System technical stability and user acceptance by the DI are in a state of flux. Until some critical decisions are made by Agency upper level management, HADRON/QSI has been proceeding with the development of training courseware and materials under the original contract specifications. With that consideration in mind, we can say that this activity was completed in the second quarter. Given the fluctuation in acceptance of the SAFW system, the third and fourth quarters planned activities will necessarily slip into the fourth quarter.

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D-2

O - Scheduled Completion  
 X - Actual Completion

OFFICE: OTE/ISTD

OBJECTIVE: Provide training on DESIST (Decision Support and Information System for Terrorism) for Intelligence Community users

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. Trial runs of DESIST Basic Course                                      | X |  |          |          |         |
| 2. Develop Advanced Course on software packages available to DESIST Users |   |  | O -----> | O -----> | NEXT FY |
| 3. Train initial 100 DESIST users                                         |   |  | X        |          |         |
| 4. Initiate scheduled runnings of Basic Users Course                      |   |  | X        |          |         |
| 5. Enhanced Packages Course                                               |   |  |          | O -----> | NEXT FY |

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D-3

O - Scheduled Completion  
 X - Actual Completion

OFFICE: OTE/ISTD

OBJECTIVE: Develop new and upgraded facilities for ADP user 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. Install Delta Data  
 terminals in classroom 713

X

2. Install projector  
 system in 713

X

3. Install 3 additional  
 Delta Data terminals in 601

X

4. Install projector system  
 in 601

X

HOLD REMAINING UNTIL NEXT FY -- LACK OF FUNDS

5. Install 3 graphics terminals  
 in 601

0

6. Complete evaluation of need  
 for additional facilities in  
 FY86 (Classrooms, terminals,  
 lines, etc.)

0

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D-4

0 - Scheduled Completion  
 X - Actual Completion

OFFICE: OTE/ISTD

OBJECTIVE: Provide Enhanced Self-Study training for ADP users

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

---

OBJECTIVE DELAYED DUE TO DELTA DATA INTERFACE PROBLEMS

1. Select and purchase commercial CBT courseware 0
  
2. Make commercial CBT courseware available to users of VM 0
  
3. Complete preparation of videotape courses for:
 

AIM	0	----->	X
EZPUB	0	----->	0
HBWP	0	----->	0
SCRIPT	0	----->	0
  
4. Make videotape courses available to VM users for:
 

AIM	0	----->	X
EZPUB	0	----->	0
HBWP	0	----->	0
SCRIPT	0	----->	0
  
5. Make AIM courseware developed by OTE CBT group available to VM users 0 -----> 0

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D-5

0 - Scheduled Completion  
 X - Actual Completion

OFFICE: OTE/ISTD

OBJECTIVE: Evaluate effectiveness of basic ADP skills 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. Evaluate word processing training provided by ISTD for New clerical EOD's)												
2. Evaluate word processing training provided by WANG												
3. Fundamentals of VM course						X						
4. Evaluate GIMS II Basic course												
5. Evaluate NOMAD 2 course												

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E-1

O - Scheduled Completion  
 X - Actual Completion

OFFICE: OTE/LS

OBJECTIVE: Installation and Use of Xerox World Language Multiple  
 Font Star 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. Choose location for installation. Make logistical plans for wiring, etc. Alert LS faculty to imminent arrival and capabilities of Star. X
  
2. Have system installed. X
  
3. Initiate training of immediate and potential Star users. Assess talents of trainees and select potential trainers and promoters of Star use. X
  
4. Assess need/in-house talent and prioritize for purchase of additional font. O ----->X
  
5. Intensify Star training in selected language groups with old and new fonts. X
  
6. Assess progress of ORD Linguini Project and determine whether Star Lexical Functional Grammar Writer's Workbench User Interface should be

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expanded to a language  
other than Spanish.

NEXT FY

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E-2

O - Scheduled Completion  
X - Actual Completion

OFFICE: OTE/MATD

OBJECTIVE: Introduce MATD Competency-Related Development Program

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
-----												

COMPLETE

1. Identify topics and speakers

X

2. Conduct four 1/2 to 1-day programs for OTE participants

X

O -----> X (Cancel last two runnings due to unavailability of instructors)

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Next 3 Page(s) In Document Denied

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O - Scheduled Completion  
X - Actual Completion

OFFICE:

OBJECTIVE:

RESPONSIBLE OFFICER:

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

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A-2

0 - Scheduled Completion  
X - Actual Completion

OFFICE: LS/OTE

OBJECTIVE: Develop an instrument that can supply feedback to the  
Instructor on the effectiveness of their teaching.

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
Brief the Linguistic Committee on the project			X									
Get input from all members of the Linguistic Committee on the project			X									
Get input from the language section coordinators on the project												
Prepare computer program on SAS												
Run the program												
Field test the program with the LS students												0

0 --->X

CANCEL REMAINING ACTIVITIES UNTIL NEXT FY

0

0

0

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A-3

0 - Scheduled Completion  
X - Actual Completion

OFFICE: LS/OTE

OBJECTIVE: Development of Reading Proficiency Tests

RESPONSIBLE OFFICER:

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

-----  
COMPLETE

Analyze results of field testing. X

Eliminate or repair faulty items. X

Print and implement new tests for: X

<input type="text"/>									X			
									X			

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25X1  
25X1

25X1

25X1

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A-4

0 - Scheduled Completion  
X - Actual Completion

OFFICE: LS/OTE

OBJECTIVE: Development of Reading Proficiency Tests

RESPONSIBLE OFFICER:

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Write all test items.			X									
Review all test items			X									
Complete field test version of test												X
Select field test candidates for test			X									
Field test						X						
Analyze results of field testing								0	----			0
Eliminate or repair faulty items									0	----		0
Print and implement new test												0-->0

25X1

25X1

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A-5

0 - Scheduled Completion  
X - Actual Completion

OFFICE: LS/OTE

OBJECTIVE: Development of Reading Proficiency Tests [Redacted]

RESPONSIBLE OFFICER: [Redacted]

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Write all test items.												0
Review all test items.												0

Write all test items. [Redacted]

0

Review all test items.

0

25X1  
25X1

25X1

25X1

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A-6

0 - Scheduled Completion  
X - Actual Completion

OFFICE: LS/OTE

OBJECTIVE: Development of a Recorded Listening Comprehension Proficiency Test [redacted] to be Later Implemented in Other Languages

RESPONSIBLE OFFICER: [redacted]

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

Write all test items.	X											
Review all test items.			X									
Complete field test version of test.			X									
Design a comprehensive system for administering test.			0	----->	0	----->	0					
Field test test.				0	----->	0	----->	0	----->	0		
Analyze results of field testing.						0	----->	0	----->	0	----->	0
REMAINING ACTIVITIES NEXT FY												
Eliminate or repair faulty items.						0	----->	0				
Implement new test.								0	----->	0		
Initiate process for use in other languages.									0	----->	0	

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A-7

0 - Scheduled Completion  
X - Actual Completion

OFFICE: LS/OTE

OBJECTIVE: Evaluate Language Use Questionnaires for Returnees

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
Code questionnaires design to provide the LS with current information about language use and needs of Agency employees overseas.			X									
Design a prompted data entry.												X
Input codified information.												0 --> 0
Evaluate results in terms of students' use of the target language in the field and the degree to which LS training prepares them for their job.												0 --> 0

Code questionnaires design to provide the LS with current information about language use and needs of Agency employees overseas.

X

Design a prompted data entry.

0 -----> X

Input codified information.

0 -----> 0 --> 0

Evaluate results in terms of students' use of the target language in the field and the degree to which LS training prepares them for their job.

0 -----> 0->0

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A-8

0 - Scheduled Completion  
X - Actual Completion

OFFICE: LS/OTE

OBJECTIVE: Develop Survival Level Courses [redacted]

RESPONSIBLE OFFICER: [redacted]

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

Confirm need for survival courses with LS customers.	X											
Meet with department chiefs and language coordinators to discuss the "Survival" concept and develop a working plan.												X
Brief instructors on "Survival" rationale and developmental procedures.												X
Determine course content and write objectives for each language.												X
Develop courses.												X
Run pilot survival courses in the languages selected.												0 -----> X
Evaluate and calibrate pilot courses.												0 -----> Turkish
Determine future survival course development.												0

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A-9

0 - Scheduled Completion  
 X - Actual Completion

OFFICE: LS/OTE

OBJECTIVE: Develop a Proficiency or Skill Oriented Language Teaching Curriculum

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

---

Define "proficiency or skill oriented" curriculum.	X			
Brief pertinent LS instructors about what this type of curriculum means.	0	----->	0	-----> 0
Develop a proficiency or skill oriented curriculum in one language.	0	----->	0	->0
Experiment with and refine pilot project in the classroom.	0	----->	0	0
Study the results of the experiment.	0	----->	NEXT FY	
If results are positive, develop a proficiency or skill oriented curriculum in five major languages.	0	----->	NEXT FY	

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A-10

0 - Scheduled Completion  
X - Actual Completion

OFFICE: LS/OTE

OBJECTIVE: Study the Feasibility of Establishing an Evening Language School at Headquarters

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

-----  
COMPLETE

Talk to Language School instructors to determine their interest in the project.													X
Talk to possible customers to determine their interest in the project.													X
Analyze feedback given by customers and instructors.													X
Run a pilot evening program at Headquarters.													X
Study results of pilot running and, if warranted, implement an evening program in specific languages.													X

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A-11A

O - Scheduled Completion  
X - Actual Completion

OFFICE: OTE/MATD

OBJECTIVE: Conduct a Learning Needs Assessment for the Directorate of Administration

RESPONSIBLE OFFICER: C/MTB/MATD; PA/STO

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

ENTIRE OBJECTIVE PUT ON HOLD

1. Design Survey Instrument	0	.....	0									
2. Select Survey Sample						0						
3. Conduct Survey							0					
4. Complete Report										0		
5. Submit Recommendations to Curriculum Committee										0		
6. Submit Recommendations to DTE and DDTE											0	
7. Submit Recommendations to DDA												0
8. Implement Recommendations							(starting 1st Qtr. 86)					
9. Evaluate the Program							(1986)					

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A-11B

0 - Scheduled Completion  
X - Actual Completion

OFFICE: OTE/MATD

OBJECTIVE: Conduct a Learning Needs Assessment for the Directorate of Operations

RESPONSIBLE OFFICER: C/MTB/MATD; DD/

ACTIVITIES PLANNED

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

SLIP ALL ACTIVITIES ONE QUARTER

- |                                                   |   |   |   |  |  |   |   |  |  |   |   |                       |
|---------------------------------------------------|---|---|---|--|--|---|---|--|--|---|---|-----------------------|
| 1. Design Survey Instrument                       | 0 | 0 | 0 |  |  |   |   |  |  |   |   |                       |
| 2. Select Survey Sample                           |   |   |   |  |  | 0 |   |  |  |   |   |                       |
| 3. Conduct Survey                                 |   |   |   |  |  |   | 0 |  |  |   |   |                       |
| 4. Complete Report                                |   |   |   |  |  |   |   |  |  | 0 |   |                       |
| 5. Submit Recommendations to Curriculum Committee |   |   |   |  |  |   |   |  |  | 0 |   |                       |
| 6. Submit Recommendations to DTE and DDTE         |   |   |   |  |  |   |   |  |  |   | 0 |                       |
| 7. Submit Recommendations to DDO                  |   |   |   |  |  |   |   |  |  |   |   | 0                     |
| 8. Implement Recommendations                      |   |   |   |  |  |   |   |  |  |   |   | (Starting 1st Qtr 86) |
| 9. Evaluate the Program                           |   |   |   |  |  |   |   |  |  |   |   | (1986)                |

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A-12

0 - Scheduled Completion  
X - Actual Completion

OFFICE: OTE/MATD

OBJECTIVE: Define Management Training Program for Agency

RESPONSIBLE OFFICER: C/MATD; C/MTB/MATD

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

-----  
ENTIRE OBJECTIVE PUT ON HOLD

- |                                                   |   |  |  |   |  |  |  |   |  |  |  |  |  |  |  |  |  |  |   |  |
|---------------------------------------------------|---|--|--|---|--|--|--|---|--|--|--|--|--|--|--|--|--|--|---|--|
| 1. Meet with STOs to Devise Strategy              | 0 |  |  |   |  |  |  |   |  |  |  |  |  |  |  |  |  |  |   |  |
| 2. Meet with Directorate Officers as Appropriate  | 0 |  |  |   |  |  |  |   |  |  |  |  |  |  |  |  |  |  |   |  |
| 3. Present Report to ADC and Curriculum Committee |   |  |  | 0 |  |  |  |   |  |  |  |  |  |  |  |  |  |  |   |  |
| 4. Present Recommendations to DTE and DDTE        |   |  |  |   |  |  |  | 0 |  |  |  |  |  |  |  |  |  |  |   |  |
| 5. Begin Implementation of Recommendations        |   |  |  |   |  |  |  |   |  |  |  |  |  |  |  |  |  |  | 0 |  |

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A-14

0 - Scheduled Completion  
X - Actual Completion

OFFICE: OTE/MATD

OBJECTIVE: Establish and Begin Implementation of an Agency-Wide  
EEO Training Plan

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

CANCEL OBJECTIVE -- D/EEO WANTS TO RETAIN CONTROL OF TRAINING

- |                                                                                              |   |       |   |  |  |   |   |   |  |  |  |  |
|----------------------------------------------------------------------------------------------|---|-------|---|--|--|---|---|---|--|--|--|--|
| 1. Meet with D/EEO to Establish Broad Outline of EEO Training Plan Objectives and Milestones | 0 | ..... | 0 |  |  |   |   |   |  |  |  |  |
| 2. Draft Plan for OTE Coordination                                                           |   |       | 0 |  |  |   |   |   |  |  |  |  |
| 3. Coordinate Plan with D/EEO                                                                |   |       |   |  |  | 0 |   |   |  |  |  |  |
| 4. Present plan to Joint STD and EEO Officer Meeting                                         |   |       |   |  |  |   | 0 |   |  |  |  |  |
| 5. Present Plan to DTE for Action                                                            |   |       |   |  |  |   |   | 0 |  |  |  |  |

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A-15

0 - Scheduled Completion  
X - Actual Completion

OFFICE: OTE/MATD

OBJECTIVE: Implement Recommendations of Writing Needs Assessment

RESPONSIBLE OFFICER: C/CTB/MATD

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Identify Writing Skills Instructors (Staff and Contract)	0	.....	X									
2. Conduct Pilot Editing Workshops			0	-----			0					X
3. Conduct Pilot Advanced Writing (Composition) Skills Workshops						0-->	0					X
4. Conduct Pilot Technical Writing Workshops									0	-->		0
5. Evaluate Workshops' Results and Make Recommendations												0

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A-16

0 - Scheduled Completion  
X - Actual Completion

OFFICE: OTE/MATD

OBJECTIVE: Establish the Capability to Increase [ ] the  
Number of Yearly Runnings of the Program on Creative  
Management (POCM)

RESPONSIBLE OFFICER: [ ]

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
-----												
1. Initial Use of Local-Hire Contractors for Assessment and Part of Instruction			X									
2. Initial OCM Runnings by Two Teams of Two Each			X									
3. Begin Monthly Runnings			X									
4. Evaluation by CCL			X			0						0

1. Initial Use of Local-Hire Contractors for Assessment and Part of Instruction X (FY 84)
2. Initial OCM Runnings by Two Teams of Two Each X (FY 84)
3. Begin Monthly Runnings X
4. Evaluation by CCL X 0 -----> 0

25X1

25X1

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A-17

0 - Scheduled Completion  
X - Actual Completion

OFFICE: OTE/MATD

OBJECTIVE: Validate MATD Training Program for Agency  
Non-Supervisory Officers

RESPONSIBLE OFFICER: C/ASB/MATD

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

CANCEL ENTIRE OBJECTIVE

- |                                                                |  |  |  |  |  |  |  |  |  |  |  |  |         |
|----------------------------------------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|---------|
| 1. Conduct Needs Assessment of Agency Non-Supervisory Officers |  |  |  |  |  |  |  |  |  |  |  |  | 0.....0 |
| 2. Submit Recommendations to C/MATD                            |  |  |  |  |  |  |  |  |  |  |  |  | 0       |
| 3. Submit Recommendations to Curriculum Committee              |  |  |  |  |  |  |  |  |  |  |  |  | 0       |
| 4. Submit Recommendations to DTE                               |  |  |  |  |  |  |  |  |  |  |  |  | 0       |
| 5. Implement Recommendations                                   |  |  |  |  |  |  |  |  |  |  |  |  | 0....0  |
| 6. Evaluate Program                                            |  |  |  |  |  |  |  |  |  |  |  |  | 0....0  |

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A-19

0 - Scheduled Completion  
X - Actual Completion

OFFICE: OTE/MATD

OBJECTIVE: Develop Program for "Briefing Techniques for Professional Platform Delivery"

RESPONSIBLE OFFICER: C/ASB/MATD

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Establish Need			X									
2. Brief Senior Training Officers			X									
3. Submit Recommendations to Curriculum Committee			X									
4. Submit Recommendations to PTE			X									
5. Conduct Pilot Workshops by Contractor (if Appropriate)			0									X
6. Evaluate the Results and Recommend Final Course Design						0						

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A-20

0 - Scheduled Completion  
X - Actual Completion

OFFICE: OTE/EDS

OBJECTIVE: Publish and distribute an executive newsletter

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

-----

													COMPLETE
1. Review format used by other agencies			X										
2. Extract and summarize articles				X									
3. Publish Newsletter							0						X

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A-21

0 - Scheduled Completion  
X - Actual Completion

OFFICE: OTE/CTD

OBJECTIVE: Institute a structured system for advising Career Trainees from EOD to completion of the Career Training Program.

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 advisors for discrete groups of CTs (DA, DI, DS&T, DO, DO/Reports)			X									
2. Assign appropriate CTs to each advisor			X									
3. Set up and maintain a tickler system to afford each CT an advising session during each phase of the HQ portion of the program	0	----->		0	----->							0
4. Meet with advisors to define advising program procedures			X									
5. Meet with advisors quarterly to discuss progress of program and to make appropriate changes												0

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A-22

0 - Scheduled Completion  
X - Actual Completion

OFFICE: OTE/CTD

OBJECTIVE: Review and broaden content of Agency Orientation Course for Spouses to meet requirements of all four Directorates.

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

COMPLETE

1. Obtain approval of Curriculum Committee to restructure Ops Orientation Course for Spouses	0		X									
2. Meet with Directorate representatives to gather input for restructuring	0		X									
3. Present proposed curriculum changes to Curriculum Committee				0		X						
4. Present curriculum for new course to STOs				0		X						
5. Implement new Agency Orientation Course for Spouses				0	----->							X

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A-23

0 - Scheduled Completion  
X - Actual Completion

OFFICE: OTE/CTD

OBJECTIVE: Design and implement Directorate of Administration Course for DA Career Trainees

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

-----												
	COMPLETE											
1. Obtain draft input from all DA Offices	0	----->										X
2. Set course objectives	X											
3. Draft consolidated course proposal		X										
4. Identify classroom space	X											
5. Coordinate course proposal with DA offices and CMO/DDA	0	----->										X
6. Prepare final course proposal		0	----->									X
7. Elicit and prepare case studies to be integrated into course	CANCEL	0										
8. Identify appropriate management training segments		X										
(continued)												

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A-23

0 - Scheduled Completion  
X - Actual Completion

OFFICE: OTE/CTD

OBJECTIVE: continued

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

---

9. Obtain and copy all course materials				0	----	X						
10. Final speaker arrangements				0	->	X						
11. Run course											X	
12. Evaluate and revise as necessary									0	-----		> 0

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A-24

0 - Scheduled Completion  
X - Actual Completion

OFFICE: OTE/WOTS

OBJECTIVE: Develop an Operations Familiarization Course for Non-DO CTs

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
	-----											
	COMPLETE											
1. Complete draft course curriculum				X								
2. Identify requirements for roleplayers				X								
3. Select roleplayers				X								
4. Present draft to Curriculum Committee for approval				X	0							
5. Present draft to STO members for agreement				X	0							
6. Conduct course							X					
7. Review and revise course as necessary								X				

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A-25

0 - Scheduled Completion  
X - Actual Completion

OFFICE: OTE/CTD

OBJECTIVE: Redesign Career Trainee Development Course (CTDC)

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. Complete new S&T 7-day package: expanded coverage of OSO, addition of FBIS, consolidation of OTS coverage, S&T live problem exercise			0										X
2. Meet with DDI on content of threat package		0											X
3. Meet with DDI on content of DI segment		0											X
4. Restructure Interpersonal Communications Skills segment			0			X							
5. Restructure S&T segment (OSO, OTS, NPIC)													X
6. Split intelligence Community segment and put briefings (FBI, NSA, DIA, NIC) in more appropriate segments													X
7. Review objectives <input type="text"/>			0										X
8. Develop question lists for speakers doing new CTDC briefings to help them focus talks to meet class needs													0 ----->0 -----> 0

25X1  
25X1

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Next 3 Page(s) In Document Denied



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A-31

0 - Scheduled Completion  
X - Actual Completion

OFFICE: OTE/IT/TIB

OBJECTIVE: Develop and present a course on Military Analysis for NPIC

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. Conduct survey                           |  |  | X |  |   |  |   |  |   |        |  |  |
| 2. Establish content                        |  |  |   |  | X |  |   |  |   |        |  |  |
| 3. Obtain DS&T approval (DI NOT INTERESTED) |  |  |   |  |   |  | X |  |   |        |  |  |
| 4. First running                            |  |  |   |  |   |  |   |  | 0 | -----> |  |  |

DECISION MADE TO INCLUDE 4 TO 5 NPIC STUDENTS IN EACH RUNNING RATHER THAN CONDUCTING A SEPARATE COURSE

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A-32

0 - Scheduled Completion  
X - Actual Completion

OFFICE: OTE/IT/TIB

OBJECTIVE: Develop Training Program for S&T Directorate Personnel

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. Submit proposal to S&T                                                | X |        |   |        |   |        |        |        |        |        |        |        |
| 2. Recruit and assign instructors to develop, design and conduct courses | 0 | -----> | 0 | -----> | 0 | -----> | 0      | -----> | 0      | -----> | 0      | -----> |
| 3. Begin training course                                                 |   |        |   |        |   | 0      | -----> | 0      | -----> | 0      | -----> | 0      |

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A-33

0 - Scheduled Completion  
X - Actual Completion

OFFICE: OTE/IT/TIB

OBJECTIVE: Develop course on scientific and technological forecasting for  
community 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. Develop course plan                          |  |  | X |  |  |   |       |   |  |  |  |   | COMPLETE |
| 2. Approval from NIO on S&T                     |  |  | X |  |  |   |       |   |  |  |  |   |          |
| 3. Obligate funds                               |  |  |   |  |  |   |       |   |  |  |  | X |          |
| 4. Pilot running                                |  |  |   |  |  | X | ----- | X |  |  |  |   |          |
| 5. Evaluate program and include in S&T training |  |  |   |  |  |   |       |   |  |  |  |   | X        |

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A-34

0 - Scheduled Completion  
X - Actual Completion

OFFICE: OTE/IT/PDB

OBJECTIVE: Reevaluate the CIA Today and Tomorrow Course, given the sharp decrease in enrollment

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 student feedback from 9/84 running			X									
2. Meet with STOs to determine anticipated enrollment for 1985				0	----->	0				0	----->	0
3. Make recommendation to OTE Curriculum Committee									0	----->		0

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A-35

0 - Scheduled Completion  
X - Actual Completion

OFFICE: OTE/IT/PDB

OBJECTIVE: Design and present a 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
-----												
	DELETE ENTIRE OBJECTIVE -- LACK OF FUNDS											
1. Conduct needs survey			0									
2. Develop 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

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A-36

O - Scheduled Completion  
X - Actual Completion

OFFICE: OTE/IT/PDB

OBJECTIVE: Develop Trends & Highlights Course for each Directorate in response to DCI Search for Excellence

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. Conduct survey												
2. Hire Coordinator			X									
3. Curriculum Committee Review								X				
DECISION MADE FOR DIRECTORATES TO DO ALONE												
4. Develop course schedule for Directorate #1												
5. Conduct course												
6. Develop course schedule for Directorate #2												
7. Conduct course												
8. Review program												

- 1. Conduct survey O---X
- 2. Hire Coordinator X
- 3. Curriculum Committee Review X
- 4. Develop course schedule for Directorate #1 0
- 5. Conduct course 0
- 6. Develop course schedule for Directorate #2 0
- 7. Conduct course 0
- 8. Review program 0

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A-37

0 - Scheduled Completion  
X - Actual Completion

OFFICE: OTE/IT/PDB

OBJECTIVE: Establish domestic field trip in the Midcareer 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

-----  
DELETE ENTIRE OBJECTIVE -- LACK OF FUNDS  
MID-CAREER OPTIONS PAPER ISSUED

- |                                                                              |  |  |  |  |  |  |  |  |  |  |  |  |         |
|------------------------------------------------------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|---------|
| 1. Research                                                                  |  |  |  |  |  |  |  |  |  |  |  |  | 0       |
| 2. Consult with STOs and<br>Directors on alternatives<br>for visits          |  |  |  |  |  |  |  |  |  |  |  |  | 0-----0 |
| 3. Develop alternative lists<br>of field trips                               |  |  |  |  |  |  |  |  |  |  |  |  | 0       |
| 4. Curriculum committee approval                                             |  |  |  |  |  |  |  |  |  |  |  |  | 0       |
| 5. Conduct experimental field<br>trip in fall running of<br>Midcareer Course |  |  |  |  |  |  |  |  |  |  |  |  | 0       |
| 6. Evaluate results for future<br>Midcareer Courses in Oct. 1985             |  |  |  |  |  |  |  |  |  |  |  |  |         |

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A-38

0 - Scheduled Completion  
X - Actual Completion

OFFICE: OTE/IT/ATB

OBJECTIVE: Develop, under contract, a set of diagnostic tests on cognition to be used in the training of analysts

RESPONSIBLE OFFICER:

25X1

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	A*G	SEP
1. Research on possible contractors			X									
2. Select and hire cognitive psychologist				X								
3. Conduct research.												
REMAINING ACTIVITIES FY86												
4. Test battery of instruments												0
5. Apply in ATB analysis courses												0---->

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A-39

O - Scheduled Completion  
X - Actual Completion

OFFICE: OTE/IT/ATB

OBJECTIVE: Develop and teach a customized course in analysis and writing for National Narcotics Border Interdiction 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. Select staff		X										
2. Conduct need survey			X									
3. Pilot running				X								
4. Run course for five regions						X						X

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A-40

0 - Scheduled Completion  
X - Actual Completion

OFFICE: OTE/IT/ATB

OBJECTIVE: Develop out panel of leading internal and external consultants to evaluate and review ATB curriculum

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 list of consultants			X									
2. Prepare papers on ATB curriculum												
3. Review of curriculum by consultants												
4. Follow-up papers due from consultants												
5. Second session review by consultants												

DELAY DUE LACK OF FUNDS -- FUNDS NOW AVAILABLE

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A-41

0 - Scheduled Completion  
X - Actual Completion

25X1

OFFICE: OTE/EDS

OBJECTIVE: Executive seminars on topics of current interest.

RESPONSIBLE OFFICER:  Agency scholars in residence

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

NEW OBJECTIVE -- ADDED FIRST QUARTER

- |                                                    |  |  |  |  |  |  |  |  |  |  |  |  |               |
|----------------------------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|---------------|
| 1. Discussion of project with academic coordinator |  |  |  |  |  |  |  |  |  |  |  |  | X             |
| 2. Contact selected scholars in residence          |  |  |  |  |  |  |  |  |  |  |  |  | X (1 scholar) |
| 3. Schedule seminars and enroll participants       |  |  |  |  |  |  |  |  |  |  |  |  | 0 -----> 0    |
| 4. Conduct seminars                                |  |  |  |  |  |  |  |  |  |  |  |  | 0             |

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A-42

0 - Scheduled Completion  
X - Actual Completion

OFFICE: LS/OTE

OBJECTIVE: Calibrate FSI/SLI/CJA Oral Proficiency Scoring Procedures in

RESPONSIBLE OFFICER: [redacted]

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

NEW OBJECTIVE ADDED SECOND QUARTER

1. Negotiate mutually acceptable procedures with FSI and DLI for a project [redacted] to analyze interrater reliability

0

2. Complete project, review results, implement changes if necessary

0

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B-1

0 - Scheduled Completion  
X - Actual Completion

OFFICE: OTE/MATD

OBJECTIVE: Develop a Remedial English/Writing Skills Program Using  
Computer-Based Training (CBT) as the Core Methodology

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 and Evaluate CBT English Writing Programs (PLATO, TICCIT, DOSs, etc.)			0									X
2. Identify Potential Candidates and Conduct Pilot Training Experiments Using CBT Courseware Effectiveness												0
3. Evaluate CBT courseware effectiveness												0
4. Submit recommendations to the curriculum committe												0
5. Submit recommendations to DTE												0
6. Implement recommendations												

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B-2

0 - Scheduled Completion  
X - Actual Completion

OFFICE: OTE/IT/TIB

OBJECTIVE: Develop Computer Aided Instruction Curricula for Military Analysis 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. Review 3 war games for computer application			X									
2. Revise NATO Division Commander program			X									
3. Test North Atlantic 86			X									
4. Program Mech War			X									
5. Test programs			X--X									
6. Develop tutorial on principles of war			0	-----> X								
7. Develop tutorials with voice narrative/animation on Apple computers												
8. Develop fully computerized warfare games												0

0 CANCEL ACTIVITY UNTIL NEXT FY

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B-3

0 - Scheduled Completion  
X - Actual Completion

OFFICE: LS/OTE

OBJECTIVE: Develop a pilot program for Hazeltine to do a videodisk to be later used in the SURs 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

NEW OBJECTIVE -- ADDED FIRST QUARTER

1. Collect materials needed for the development of the program	X											
2. Brief Hazeltine on the SURs Course	X											
3. Do research on existing videodisk programs	X											
4. Do research on existing interactive forms of instruction	X											
5. Analyze SURs lessons to be developed for videodisk			X									
6. Develop the materials to be videotaped				X								
7. Review the interactive material					X							
8. Develop the material to be digitized				X			X					
9. Translation of Spanish material into English by Hazeltine				X			X					
10. Videotape segments							0	----->	0			
11. Edit final product									0	----->	0	

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C-1

0 - Scheduled Completion  
X - Actual Completion

OFFICE: OTE/CTD

OBJECTIVE: Develop and implement an automated system to provide biographic, locator and training information on Career Trainees

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 ASG/DI representative to review program prepared on VM	0		X										
2. Meet w/OTE Plans Group representative to review program on WANG system	0		X										
3. Test both systems for possible use			X										
4. Select one system to implement						X							
5. Train at least 3 CTD employees in the use of the system							0	----->					0
6. Begin using new system						X							
7. Evaluate utility of system												0	

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D-1

0 - Scheduled Completion  
X - Actual Completion

OFFICE: OTE/ISTD

OBJECTIVE: Provide training for SAFE delivery I and II

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. Training on delivery I			X									
2. In conjunction with CSPO and HADRON/QSI, determine course outlines, lengths, and content for Delivery II training			0									
3. Review and determine acceptability of deliverable training materials (including dry runs)												0
4. Transition training for all current Delivery I users on Delivery II												0
5. Initiate training on Delivery II for new users												0

\*\* System technical stability and user acceptance by the DI are in a state of flux. Until some critical decisions are made by Agency upper level management, HADRON/QSI has been proceeding with the development of training courseware and materials under the original contract specifications. With that consideration in mind, we can say that this activity was completed in the second quarter. Given the fluctuation in acceptance of the SAFW system, the third and fourth quarters planned activities will necessarily slip into the fourth quarter.

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D-2

0 - Scheduled Completion  
X - Actual Completion

OFFICE: OTE/ISTD

OBJECTIVE: Provide training on DESIST (Decision Support and Information System for Terrorism) for Intelligence Community users

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. Trial runs of DESIST Basic Course			X									
2. Develop Advanced Course on software packages available to DESIST Users												
3. Train initial 100 DESIST users						X						
4. Initiate scheduled runnings of Basic Users Course						X						
5. Enhanced Packages Course												

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D-3

0 - Scheduled Completion  
X - Actual Completion

OFFICE: OTE/ISTD

OBJECTIVE: Develop new and upgraded facilities for ADP user 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. Install Delta Data terminals in classroom 713			X									
2. Install projector system in 713						X						
3. Install 3 additional Delta Data terminals in 601												X
4. Install projector system in 601						X						
5. Install 3 graphics terminals in 601	HOLD REMAINING UNTIL NEXT FY -- LACK OF FUNDS											
												0
6. Complete evaluation of need for additional facilities in FY86 (Classrooms, terminals, lines, etc.)												0

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D-4

0 - Scheduled Completion  
X - Actual Completion

OFFICE: OTE/ISTD

OBJECTIVE: Provide Enhanced Self-Study training for ADP users

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

-----

OBJECTIVE DELAYED DUE TO DELTA DATA INTERFACE PROBLEMS

1. Select and purchase commercial CBT courseware 0
2. Make commercial CBT courseware available to users of VM 0
3. Complete preparation of videotape courses for:
 

AIM	0	----->	X
EZPUB	0	----->	0
HBWP	0	----->	0
SCRIPT	0	----->	0
4. Make videotape courses available to VM users for:
 

AIM	0	----->	X
EZPUB	0	----->	0
HBWP	0	----->	0
SCRIPT	0	----->	0
5. Make AIM courseware developed by OTE CBT group available to VM users 0 -----> 0

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D-5

0 - Scheduled Completion  
X - Actual Completion

OFFICE: OTE/ISTD

OBJECTIVE: Evaluate effectiveness of basic ADP skills 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. Evaluate word processing training provided by ISTD for New clerical EOD's)							0	----->	0	----->	0	
2. Evaluate word processing training provided by WANG										0	---->	0
3. Fundamentals of VM course						X						
4. Evaluate GIMS 11 Basic course										0		
5. Evaluate NOMAD 2 course												0

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E-1

0 - Scheduled Completion  
X - Actual Completion

OFFICE: OTE/LS

OBJECTIVE: Installation and Use of Xerox World Language Multiple  
Font Star 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. Choose location for installation. Make logistical plans for wiring, etc. Alert LS faculty to imminent arrival and capabilities of Star.			X									
2. Have system installed.						X						
3. Initiate training of immediate and potential Star users. Assess talents of trainees and select potential trainers and promoters of Star use.												X
4. Assess need/in-house talent and prioritize for purchase of additional font.												0 ----->0
5. Intensify Star training in selected language groups with old and new fonts.												0
6. Assess progress of ORD Linguini Project and determine whether Star Lexical Functional Grammar Writer's Workbench User Interface should be												

1. Choose location for installation. Make logistical plans for wiring, etc. Alert LS faculty to imminent arrival and capabilities of Star.

X

2. Have system installed.

X

3. Initiate training of immediate and potential Star users. Assess talents of trainees and select potential trainers and promoters of Star use.

X

4. Assess need/in-house talent and prioritize for purchase of additional font.

0 ----->0

5. Intensify Star training in selected language groups with old and new fonts.

0

6. Assess progress of ORD Linguini Project and determine whether Star Lexical Functional Grammar Writer's Workbench User Interface should be

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expanded to a language  
other than

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25X1

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E-2

0 - Scheduled Completion  
X - Actual Completion

OFFICE: OTE/MATD

OBJECTIVE: Introduce MATD Competency-Related Development Program

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

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1. Identify topics and speakers

X

2. Conduct four 1/2 to 1-day programs for OTE participants

X

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OFFICE:

OBJECTIVE:

RESPONSIBLE OFFICER:

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

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