

OTE 85-1610

6 November 1985

MEMORANDUM FOR: Executive Director

VIA: Deputy Director for Administration

FROM:

[Redacted]

Director of Training and Education

SUBJECT: Statement of OTE Values and Goals

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1. I have written an Executive Statement of Values and Goals which requires Executive Committee approval (attached).

2. The Statement arose out of the Inspector General's (IG) Report of July 1985. Recommendation Number One, approved by the Deputy Director of Central Intelligence, stated "that the Executive Committee draw up a clear statement of Agency support for training, identifying the broad values and goals that it wants the Agency training effort to espouse and achieve."

3. Request approval of the Executive Statement of Values and Goals.

[Redacted]

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Attachment

**SUBJECT:** Statement of OTE Values and Goals

**CONCUR:**

\_\_\_\_\_  
Deputy Director for Administration

\_\_\_\_\_  
Date

**APPROVED:**

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date

OTE/ADC  (22Oct85)

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**Distribution:**

- Orig - Addressee (Rtn to D/OTE), w/att
- 1 - Executive Director, w/att
- 1 - Executive Registry, w/att
- 2 - DDA, w/att
- 2 - D/OTE, w/att
- 1 - ADC/OTE, w/att
- 1 - OTE Registry, w/att

## EXECUTIVE STATEMENT OF VALUES AND GOALS FOR TRAINING

The Central Intelligence Agency is committed to achieving excellence. We recognize that our employees are our most valuable resource. The development of their capabilities is key to achieving our mission, and training is central to that process. We strongly believe that training is an investment not an expense.

We establish the following goals for the Office of Training and Education:

- o The importance of CIA's mission and the training needs of its officers mandates that CIA have the best training organization in the U.S. Government.
- o Training must play a crucial role in inculcating the Agency's values, philosophy, and its unique role in American society. It should help instill CIA's commitment to excellence, integrity, professionalism, and equal employment.
- o OTE must establish and maintain close working relationships with consumers of its training product.
- o Training courses must be systematically reviewed to ensure relevancy and effectiveness.
- o OTE must provide future Agency leaders with both the opportunity to examine the challenges implicit in CIA's mission and the competencies to deal with them.
- o OTE must provide a curriculum which trains officers in the basic, intermediate, and advanced skills essential for their intelligence assignments and related responsibilities.
- o OTE training programs must act as a catalyst to intra-Agency understanding and collaboration.
- o Through training programs, OTE must facilitate communication among Agency leaders and officers as well as across directorate lines.

o We look to OTE to help keep CIA officers apprised of the changes in the international and domestic environment that impacts on the Agency's mission.

o Because it is our policy to take all reasonable and appropriate steps to reduce the risks to employees security abroad, we look to OTE to provide training which will moderate the risks arising from terrorism and high levels of criminal activity.