28 December 1954

SUBJECT: Proposal for Personnel Development Board Study of

Management Training of Executives at Outside

Institutions

TO: Executive Secretary, Personnel Development Board

I. Objectives

To recommend to the Director a plan for use of cutside facilities for management training of NSA executives.

II. Scope of Study

- A. Review of MSA activities in this field to date.
- B. Recommendation of a progress for FY-1956.

III. Outling of Project

- A. Determination of NSA needs in area of full-time management training for executive personnel.
- B. Determination of available university courses which may meet this need.
- C. Review of NSA activities in this field to date.
- D. Recommendation of a program for FI-1956.

/S/ Shelby L. Patterson

SHELBY L. PATTERSON Chief, Training Division

THE PERSONNEL DEVELOPMENT BOARD FLOW OF PROJECTS

SOURCES OF PROPOSALS FOR BOARD ACTION

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(e)

- 1 RECUPRING RECOMMENDATIONS REQUIRED FROM BOARD
- 2. IDEA FOR PROGRAM GENERATED BY BOARD MEMBER
- 3 NECESSITY FOR EVALUATION STUDY OF PROGRAM RECOGNIZED BY BOARD MEMBER

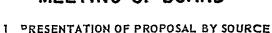
OBJECTIVES, SCOPE AND OUTLINE OF PROJECT SUBMITTED IN WRITING

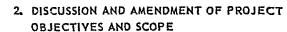
EXECUTIVE SECRETARY



2. COPIES OF PROJECT OUTLINE DISTRIBUTED TO MEMBERS IN ADVANCE OF MEETING

MEETING OF BOARD





3. BOARD ACCEPTS OR REJECTS PROPOSAL AND AMENDMENTS



EXECUTIVE SECRETARY

- 1 CONSIDERATION OF COMPLETED COMMIT-TEE REPORT INCLUDED ON AGENDA FOR NEXT MEETING
- 2. COPLES OF COMPLETED COMMITTEE RE-PORT DISTRIBUTED TO MEMBERS IN AD-VANCE OF MEETING.

COMMITTEE

- 1 CONDUCTS REQUIRED STUDY, DEVELOP-MENT, OR EVALUATION
- 2. PREPARES REPORT, RECOMMENDATIONS AND PRESENTATION MATERIAL.

MEMBER.

CHAIRMAN

- I ASSIGNS PROJECT AND DUE DATES TO AP-PROPRIATE COMMITTEE.
- 2. MAY ESTABLISH A JOINT OR AD HOC COM-MITTEE IF NECESSARY



MEETING OF BOARD

- 1. RESPONSIBLE COMMITTEE PRESENTS RE-PORT AND RECOMMENDATIONS
- 2. BOARD DISCUSSES REPORT MAKING AMEND MENTS OR RECOMMENDS FURTHER STUDY OR DEVELOPMENT
- 3 BOARD ACCEPTS OR REJECTS REPORT WITH AMENDMENTS.

COMMITTEE

- 1 CONSOLIDATES REPORT AND RECOM-MENDATIONS WITH APPROVED AMEND-MENTS
- 2 PREPARES FINAL REPORT AND FOR WARDS TO CHAIRMAN THROUGH EXEC-UTIVE SECRETARY

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CHAIRMAN

PRESENTS RECOMMENDATIONS OF BOARD TO DIRECTOR



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