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

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THE PERSONNEL DEVELOPMENT BOARD FLOW OF PROJECTS

SOURCES OF PROPOSALS FOR BOARD ACTION

- 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

- 1 PROPOSAL INCLUDED IN AGENDA FOR PR ESENTATION AT NEXT MEETING
- 2. COPIES OF PROJECT OUTLINE DISTRIBUTED TO MEMBERS IN ADVANCE OF MEETING

MEETING OF BOARD



- 2. DISCUSSION AND AMENDMENT OF PROJECT OBJECTIVES AND SCOPE
- 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.

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

GHAIRMAN

PRESENTS RECOMMENDATIONS OF BOARD TO DIRECTOR



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