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MEMORANDUM FOR: Executive Director-Comptroller
THROUGH : Deputy Director for Support
SUBJECT : Invitation to Address Intelligence Review Course No. 13

30 NOV 1966

1. This memorandum suggests action on the part of the Executive Director-Comptroller; this action is contained in paragraph 3.

2. The thirteenth running of the Intelligence Review Course, which is offered twice each year to middle- and senior-level employees from all parts of the Agency who have had a considerable number of years in CIA, is being held from 28 November through 9 December at 1000 Glebe Road. Forty students--with an average of at least 12 years service in the Agency--are enrolled in the present course, where they will have an opportunity to obtain an up-to-date review of developments and problems arising both within the Agency and the intelligence community. During the first two days of the course the class will hear senior officials from the Departments of State and Defense.

3. As you know from previous runnings of the Intelligence Review, it is customary for the Executive Director-Comptroller to address the class, usually early in the course. Subject to your personal convenience, I cordially invite you to speak to the class on the second Monday of the course, 5 December, from 2:00 to 3:00 p.m. in the USIB Conference Room. For your information, I am enclosing a newly printed schedule of the two-week course, a speaker guidance sheet, and a roster of the students in the class.

NOV 30 10 02 AM '66 /s/ John Richardson
John Richardson
Director of Training

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