

ER 8-1761

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Assistant to DCI

DATE: 18 APR 1956

FROM : Acting Director of Training

SUBJECT: Weekly Summary Report  
(Combined Report for Period 28 March - 10 April 1956)

## INTRODUCTION

The Office of Training has the following items to report: (1) Return of Director of Training from TDY; (2) introduction of four new area training courses; (3) expansion of Assessment and Evaluation Services; (4) Basic Orientation course enrollments; (5) new training film; (6) Field Handbooks for case officers; (7) external management programs; and (8) Cable course for DD/S personnel.

## RETURN OF DTR FROM TDY

The Director of Training has completed his TDY tour of overseas stations, and is expected back in his office on Friday, 20 April.

## NEW AREA TRAINING COURSES

Four new area training courses were introduced by OTR during the first two weeks in April. Enrollments and course titles are shown in the tabulation below:

<u>COURSE TITLE</u>	<u>ENROLLMENT</u>
USSR	10
Free Europe	22
The National Interest of the U. S. in the Middle East	15
Africa, South of the Sahara	25

## EXPANSION OF ASSESSMENT AND EVALUATION SERVICES

During the early part of 1955, the A & E Staff instituted a new referral procedure in order to meet the increased demand for

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psychological services; and two new categories of assessment (standard and special) were established. The standard assessment is limited to a one-day battery of tests known as the Professional Employee Test Battery (PETB) which is part of the EOD process. Special assessments involve some additional tests and may include interviews; this assessment usually requires two days. The intensive assessment, which continues to be used for complex situations, includes the PETB and requires two or more additional days of testing and interview. The standard and special assessments are used in a wide variety of situations; such as, selection for the Junior Officer Training Program, personnel reassignment, assistance in long-range career planning, etc. A comparison of the number of assessments performed during the first half of FY 1956 and FY 1955 is indicative of the more efficient use of A & E facilities resulting from the adoption of these categories of assessment.

	<u>Standard</u>	<u>Special</u>	<u>Intensive</u>
FY 1955 (first half)	73	--	140
FY 1956 (first half)	199	8	128

**BASIC ORIENTATION COURSE ENROLLMENTS**

The composition of Basic Orientation course No. 27, which ended Friday, 23 March, is perhaps indicative of a new trend in student enrollment. At least 50% of this class had three or more years' experience in the Agency before taking this course. In the past the majority of students have been relatively new to the Agency.

**NEW TRAINING FILM**

Scripts for a series of seven films on "Communications" are being prepared. These films will cover the criteria for constructing clandestine communications and analyzing the means of communication (e. g. secret writing, personal meeting, safesites, couriers and drops). Location shooting will be confined to areas in and around the District, although most of the shooting will be done [redacted] Approximately one-half of the film will be stock footage screened from military and commercial sources. Shooting is tentatively scheduled for the six weeks between 15 April and 30 May. To ensure accuracy of doctrine as it is applied in the field, technical advisors from each of the Area Divisions, TSS, Communications, and the CI Staff will be used by OTR.

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**EXTERNAL MANAGEMENT PROGRAMS**

A representative of OTR recently visited Cornell University to study the content of two management training courses offered by this university. This survey will prove useful to Agency panels charged with the selection of personnel for external training in the management field.

**CABLE COURSE FOR DD/S PERSONNEL**

OTR, in conjunction with the Senior Training Officer for DD/S, has undertaken to develop a Cable Refresher course for DD/S personnel. It is planned that this program will be presented separately to each DD/S component and carefully tailored to fit the requirements of each group. The first of these four-hour Cable courses will begin 1 May and continue on a weekly basis through June of 1956. A maximum enrollment of 25 students per class has been established.



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