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Assistant to DCI

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Director of Training

Class. CHANGED TO: TS S **(C)**

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Weekly Summary Report

Date: 31/01/78 By: 008

1. At the suggestion of Chief of Operations, DD/P, and in furtherance of CIA-Department of Defense relationships, invitations have been sent to the Commandant of the National War College and to the Chief, Joint Subsidiary Activities Division, and the Joint Intelligence Group, Joint Staff, for the 12 April showing of the Intelligence Products Exhibit. It will be arranged to have guests attend the afternoon session with appropriate representatives of the exhibitors on hand to explain each exhibit and answer questions thereon.

2. "Time Requirements for Foreign Language Achievement, a chart produced recently by the Office of Training, is being distributed through the Foreign Service Institute to all U. S. Embassies and Consulates for the information and guidance of all concerned.

3. The Office of Training has obtained information that a special course on "Parachute Technology," sponsored by the Air Research and Development Command, USAF, will be presented by the Massachusetts Institute of Technology. This information is being provided to interested components of the Agency. This is the first time that a course in this field has been presented at an academic institution in the U. S. The course covers a survey of current progress in the application of parachute materials and designs.

4. Current enrollment in the internal language training programs includes 227 students. The Language Laboratory afforded 746 student hours of drill. Recent efforts to enforce policies and standards of attendance and performance in internal language classes resulted in a conspicuous improvement in student participation, performance, and progress. As a consequence, attendance at regular courses last week was 90 percent of enrollment. Attendance at courses set up at the special request of individual offices, particularly ORR, OSI, and FE-DD/P, was only 63 percent. During this period, laboratory use exceeded the overall number of hours recommended. Prior to this time, and as a result of current

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efforts to tighten up on student performance standards, laboratory use averaged about 52 percent of the recommended minimum number of hours prescribed for each course.

5. In a recent trip to Fort Knox the Chief, Junior Officer Trainee Division, visited the Third Armored Division to discuss the status of Agency-sponsored JOTs undergoing basic and advanced armored training with military personnel to whom they were attached. He was informed that, in every respect, CIA JOTs were outstanding in comparison with other trainees. He was further informed that, in most every company to which JOTs were attached, they were the only ones who could be recommended for Officer Candidate School because of the very high standard they set.

6. Junior Officer Trainee [REDACTED] has been awarded the American Spirit of Honor Medal as the outstanding basic trainee at Lackland Air Force Base.

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7. Distribution of 200 copies of the field edition of the Office of Training Catalog of Courses to DD/P field stations has begun. This action will materially assist overseas DD/P personnel in forward planning for training of returnees upon their arrival in Washington.

8. Mr. [REDACTED], Office of Training, departed on 21 March to participate with other representatives of OTR in the presentation of instruction to members of the [REDACTED] Service. He will remain in [REDACTED] for approximately 40 days and will visit certain field training installations en route back to headquarters.

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9. OTR submitted proposals to the Office of Logistics regarding the permanent construction of the Foreign National Training Site. Action is proceeding by OTR in reviewing the qualifications of personnel nominated to fill instructor slots at the site.

10. OTR assistance has been requested by DD/P in connection with plans to train personnel of the [REDACTED]

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11. The Office of Training has completed final processing and editing of a training manual dealing with the subject of clandestine publications.

12. The Office of Training completed a review of the operational programs of the Western Europe Division, DD/P, for the balance of 1955 and for 1956 and 1957. This opportunity is welcomed and results in providing OTR lead time in arranging to meet training support requirements which stem from the approval of such projects. It is contemplated that 10 additional programs over the next two months will be made available to OTR for similar review. This action has resulted from OTR participation in the Clandestine Service Planning Board Support Committee.

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MATTHEW BAIRD

MB:lbc

cc: DD/P
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