

~~SECRET~~

CONFIDENTIAL

Ref 1275-3  
12/22/77  
summary  
Rpt.

Executive Assistant to DGI

17 May 1954

Director of Training

Weekly Summary Report

Document No. 020  
NO CHANGE in Class. ☐  
☐ DECLASSIFIED  
Class. CHANGED TO: TS S (C)  
DDA Memo, 4 Apr 77  
Auth: DDA REG. 77/1763  
Date: 20/01/78 By: 008

1. Training instructors at [REDACTED] who are assisting in preparing dogs for demonstration and problem work are making consistent progress. At present the handlers work with their dogs daily and on two night training sessions of three hours each per week. In addition several members of the [REDACTED] staff have volunteered as "agitators" to give the dogs practice in scouting. The dogs should be ready to become an integral part of the training program in about three weeks.

25X1A6b

2. A special six-weeks training course in typewriting was recently completed by twenty intelligence officers of the Foreign Documents Division from the Office of Deputy Director (Intelligence). It is expected that the Clerical Training Branch of the Office of Training will repeat this course for a similar group in the Foreign Documents Division.

25X1A6b

3. Training Liaison Officers and other senior personnel from DDP, DDA and the Personnel Office were briefed on training matters and conducted on a tour of OTR training facilities on the afternoons of 12 and 14 May.

4. The Chief, Orientation and Briefing Division, made a special presentation for Office of Security personnel on 11 May.

5. During the past week, twenty-two candidates for the Junior Officer Training Program were interviewed by the Chief, Junior Officer Training Division, in New York City and vicinity. Eight of the candidates were tested.

6. The fifth running of Management Course A was completed on 7 May with seventeen supervisors, Grades 12 through 14, representing all major components of the Agency. The student course critiques were the most intelligent, laudatory critiques I have read on any course given by the Office of Training in the past few months and would indicate disagreement with the I.G.'s report that Management Training is unsatisfactory.

7. At the request of the Office of Communications, Office of Current Intelligence and the Southeast Europe Division of DDP, the Human Resources Program was presented during the past week.

CONFIDENTIAL

~~SECRET~~

~~SECRET~~  
CONFIDENTIAL

8. At the request of Western Europe Division, a Spoken Swedish language class was organized and instruction commenced this past week. This course is being held at the School of Advanced International Studies four hours a week. Five persons are participating.

9. Applications for participation in courses at universities this summer are beginning to arrive in the External and Language Training Division. The Office of Scientific Intelligence has requested that six persons from that Office be sent to Massachusetts Institute of Technology this summer. It is expected that from six to ten applications will be received for the Records Management Course at American University and several other inquiries have been received regarding area courses in local universities.

25X1A9a

10. [REDACTED], together with representatives of the Air-Maritime Division of PM and various area divisions, departed on 9 May for the Strategic Air Command base at Reno, Nevada. The group will witness a demonstration of the air tactics and techniques used in evasion and escape by the SAC.

Matthew Baird

MATTHEW BAIRD

MB:ep

cc: DDP  
DDI  
AD (Commo)

OTR Distribution:  
1 - DTR Chrono ✓  
1 - AC/PRS/TR

CONFIDENTIAL

-2-