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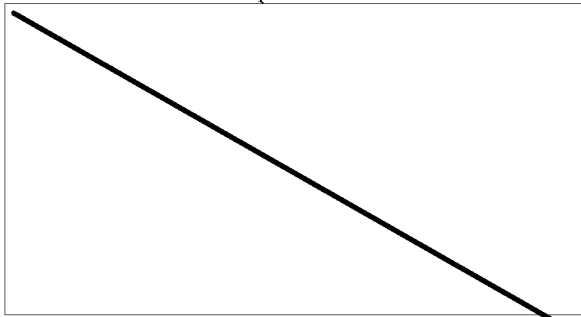
Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training
THROUGH: Deputy Director of Training

DATE: 18 June 1959

FROM : Registrar/TR

SUBJECT: Weekly Activity Report No. 24
10 June - 16 June 1959



I. SIGNIFICANT ITEMS:

None

II. OTHER ITEMS:

1. [] reporting progress on our proposed revision of the "green sheet", believes that we have survived the numerous developmental problems and will soon be able to submit the new form to the Forms Management Staff. Our objective has been to produce a device which:

a. Will serve effectively as an admissions and records device for OTR courses, TSS + other components

b. Will be manageable, meaningful, and palatable from the requester's viewpoint.

c. Will be suitable for use in conjunction with non-OTR internal training.

d. Will be administratively convenient and efficient.

if they wish
E.F.

The proposed form is one-half the size of the currently used Form 73 and contains one-third fewer items. As far as can be determined, however, all essential and/or critical elements have been retained. A key feature in the development of this streamlined form has been the concept that the Registrar Staff will provide OTR Schools, as needed, considerable background data heretofore required from the requester. This is made possible by the present state of mechanization of our records.

25 YEAR RE-REVIEW

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2. With reference to our pending revision of Regulation [redacted] Office of Executive Assistant to DD/S advises us that concurrences, along with a few suggested minor changes, have been received from DD/I, IG, and OGC. To date no response has been forthcoming from DD/P.

E.F.

25X1

3. We have begun the processing for the first five Agency employees scheduled to attend the Summer Institute in Executive Development at the University of Chicago. The first two-week program (29 June - 10 July) will be attended by [redacted], FE, and [redacted], AF. At the one-month program (29 June - 24 July) we will be represented by [redacted], OP; [redacted] Compt.; and [redacted] OL.

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4. [redacted] spent Monday at [redacted]. He spoke to the OC group regarding the new OTR travel policy for trainees, and paid off their travel claims for the second eight-week period.

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5. [redacted] SIC/TR, informed us that the special FE Division course scheduled for 6 - 24 July 1959, has been designated "ACO Course (FE)".

6. The text of the announcement of Writing Workshop (Intermediate), intended for publication as a Special Bulletin, has been edited and retyped for approval of the Chief of the writing department, [redacted]. We will publish this immediately after it's returned as approved.

25X1

7. The lecture series on South of the Sahara was received during this reporting period. This will be published immediately upon approval.

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8. [redacted] compiled comparative statistics given in several appendices to a report on Federal Governments' Foreign Language Programs. These figures may not be very impressive, as compared with other agencies, for two reasons: a number of our courses began on 13 October 1958 so enrollees in these could not be counted, and, the other statistics are based on "full-time" courses.

9. The copy of the July-August Bulletin is scheduled for a 3 July delivery to PSD. Our contributors' deadline has been extended to 23 June. From general phone conversations there will be little material forthcoming.

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DDS 10. During the week 10 June - 16 June 1959, there were 689 persons enrolled in OTR conducted training. The breakdown for enrollment is:

130 enrolled in 21 classes (12 languages) voluntary

149 enrolled in 30 classes (9 languages) internal

198 enrolled in 8 Intelligence School courses

120 enrolled in 7 Operations School courses

29 enrolled in 1 SIC course

25 enrolled in 2 area courses

32 from other Government agencies

6 Dependents

25X1

