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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 4 June 1959

FROM : Chief, Language and Area School

SUBJECT: Weekly Activities Report #22

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 NO CHANGE in Class.
 RECLASSIFIED
 Class. (CLASSIFIED) TO: TS S (C)
 Excl. From, 4 Aug 77
 Auth: J. A. R. 22/12/83
 Date: 30 Jan 78 By: 071

A. SIGNIFICANT ITEMS

None to report.

B. OTHER ACTIVITIES

1. On Monday afternoon last a final meeting of the Personal Effectiveness Abroad developmental group was held. The finished draft of a report and recommended course were discussed and approved with minor changes. The outstanding features of the series of meetings has been the general enthusiasm for the program and the unanimity of opinion as to what the program should involve. Report for DTR (in form suitable for his transmittal to Mr. Helms if he desires) will be sent to DTR within a week.

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2. The first of our summer employees, [redacted] had arrived and, initially, is typing and performing clerical duties for the language instructors.

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3. [redacted] had arrived to work as a clerk-typist in the Department of Romance Languages. She is on loan to us from Supply and Services Section/TR, where she had been working since February.

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4. [redacted] leaves on Sunday, 7 June, to attend the Soviet-Asian Relations Conference at the University of Southern California, returning to the office on Wednesday, 17 June. [redacted] will be Acting Chief, IAS.

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