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OFFICE OF TRAINING SCHEDULE OF COURSES

January - June 1971

July - December 1971 (Tentative)

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9 November 1970

TO : All Training Officers of the Agency
SUBJECT: OTR Schedule of Courses

This semi-annual edition of the Office of Training Schedule of Courses again lists course dates for a full year. The upcoming six month dates have been confirmed and coordinated. The second six month listing is offered for general planning purposes although the dates are tentative.

Please note that this Schedule of Courses can be inserted in the OTR Catalog for quick and easy reference.

OFFICE OF TRAINING
SCHEDULE OF COURSES

	<u>1971</u> Jan - June	<u>1971</u> July - Dec
Administrative Procedures 3 1/2 or 5 days - full time	11 - 15 Jan 8 - 12 Feb 15 - 19 Mar 12 - 16 Apr 10 - 14 May 14 - 18 Jun	30 Aug-3 Sept 27 Sept-1 Oct 18 - 22 Oct 15 - 19 Nov 13 - 17 Dec
ADP Orientation (OCS) 3 days - full time	26 - 28 Jan 16 - 18 Mar 1 - 3 Jun	10 - 12 Aug 28 - 30 Sept 30 Nov-2 Dec
Advanced Intelligence Seminar 2 weeks - full time	8 - 19 Mar 10 - 21 May	8 - 19 Nov
Advanced Management (Planning) 1 week - full time	10 - 15 Jan 21 - 26 Feb 11 - 16 Apr 20 - 25 Jun	3 - 8 Oct 14 - 19 Nov
Advanced Operations 8 weeks - full time	8 Feb-2 Apr 10 May-2 Jul	
	8 - 19 Feb	
Basic Country Survey: USSR 2 weeks - full time	10 - 21 May	6 - 17 Dec
Basic Operations 20 weeks - full time	26 Apr-27 Aug	18 Oct-25 Feb 72
Budget Process (O/PPB) 1 week - part time	22 - 26 Mar	To be announced

25X1A

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	<u>1971</u> Jan - June	<u>1971</u> July - Dec
Chiefs of Station Seminar 2 weeks - full time	15 - 26 Mar 26 Apr-7 May	Given on request
China Familiarization 1 week - full time	22 - 26 Feb 19 - 23 Apr 7 - 11 Jun	20 - 24 Sept 29 Nov-3 Dec
25X1A [REDACTED]	29 Mar-2 Apr	1 - 5 Nov
CIA Review 1/2 day - morning	12 Jan 9 Feb 9 Mar 13 Apr 11 May 8 Jun	13 Jul 10 Aug 14 Sept 12 Oct 9 Nov 14 Dec
Clandestine Scientific & Technical Operations 2 weeks - full time	26 Apr-7 May	25 Oct-5 Nov
Clandestine Service Records I 3 days - part time	22,24,25 Feb 5,7,9 Apr* 14,16,18 Jun	8,9,10 Sept 7,8 Oct* 1,3,5 Nov 6,8,10 Dec
Clandestine Service Records II 1 week - part time	1 - 5 Mar 12 - 16 Apr* 10 - 14 May 21 - 25 Jun	12 - 16 Jul* 13 - 17 Sept 12 - 15 Oct* 8 - 12 Nov 13 - 17 Dec
Clandestine Service Records III 2 days - part time	8, 9 Mar 28, 29 Jun	20, 21 Sept 15, 16 Nov

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	<u>1971</u> Jan - June	<u>1971</u> July - Dec
Clerical Refresher		
4 weeks - part time	11 Jan-5 Feb	6 - 30 Jul
(Pretest: Wednesday before start	16 Feb-12 Mar	9 Aug-3 Sept
of class)	22 Mar-16 Apr	13 Sept-8 Oct
	26 Apr-21 May	18 Oct-12 Nov
	1 - 25 Jun	22 Nov-17 Dec
Clerical Refresher Qualifying Test		
(Typing and Shorthand)	4 Jan	12 Jul
	18 Jan	2 Aug
	8 Feb	16 Aug
	22 Feb	7 Sept
	15 Mar	20 Sept
	5 Apr	12 Oct
	19 Apr	26 Oct
	3 May	15 Nov
	24 May	29 Nov
	7 Jun	20 Dec
	28 Jun	
Conference Participations		
(Given on request)		
Counterintelligence Operations		
2 weeks - full time	8 - 19 Mar	4 - 15 Oct
	10 - 21 May	29 Nov-10 Dec
Counterintelligence Survey		
1 week - full time	8 - 12 Feb	30 Aug-3 Sept
	12 - 16 Apr	1 - 5 Nov
25X1C [REDACTED] Seminar		
3 days and 3 evenings	17 - 21 Jan	15 - 19 Nov
	11 - 14 Apr	
Effective Listening - 1 day		
(Given on request)		
European Operations		
1 week - full time	5 - 9 Apr	8 - 12 Nov
Field Finance and Logistics		
3 weeks - full time	4 - 22 Jan	19 Jul-6 Aug
	22 Feb-12 Mar	7 - 24 Sept
	17 May-4 Jun	1 - 19 Nov

	<u>1971</u> Jan - June	<u>1971</u> July - Dec
Field Operations Familiarization 3 weeks - full time	1 - 19 Feb 5 - 23 Apr 7 - 25 Jun	13 Sept-1 Oct 26 Oct-12 Nov 29 Nov-17 Dec
Geography of Communist China 3 weeks - part time (MWF)	14 Jun-10 Jul	18 Oct-5 Nov
Geography of USSR (Given on request)		
25X1A [REDACTED]	To be announced	To be announced
Information Reporting, Reports, and Requirements 3 weeks - full time	8 - 26 Mar 10 - 28 May	6 - 23 Jul 20 Sept-8 Oct 1 - 19 Nov
Information Reports Familiarization 1 week - full time	18 - 22 Jan 8 - 12 Feb 12 - 16 Apr 14 - 18 Jun	30 Aug-3 Sept 18 - 22 Oct 6 - 10 Dec
Intelligence and World Affairs* 5 weeks - full time	11 Jan-12 Feb	12 Jul-13 Aug
Intelligence and World Affairs 4 weeks - full time	16 Feb-12 Mar 22 Mar-16 Apr 26 Apr-21 May 1 - 25 Jun	23 Aug-17 Sept 27 Sept-22 Oct 8 Nov-3 Dec
Intelligence Briefing 4 weeks - part time (M,W)	11 Jan-3 Feb 29 Mar-21 Apr** 17 May-9 Jun	13 Sept-6 Oct** 8 Nov-1 Dec

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**NPIC

		<u>1971</u> Jan - June	<u>1971</u> July - Dec
	Intelligence Production*		
	8 weeks - full time	12 Apr-4 Jun	18 Oct-10 Dec
	Intelligence Research Techniques (Given on request)		
	Intelligence Techniques*		
	3 weeks - full time	16 Feb-5 Mar	
25X1C	Introduction to [REDACTED]		
	4 days - full time	8 - 11 Mar 17 - 20 May	18 - 22 Oct
	Introduction to Map Reading & Imagery Analysis		
	8 days - full time (over a three week period)	15 - 31 Mar	13 - 29 Sept
25X1A	Language Courses (See Pages 8 - 12)		
	[REDACTED]		
	3 1/2 weeks - full time	1 - 19 Feb 3 - 21 May	
25X1A	[REDACTED]		
	1 week - full time		
	Given the first week of scheduled Laos Orientation.		
	Management		
	1 week - full time	1 - 5 Feb 29 Mar-2 Apr 7 - 11 Jun	20 - 24 Sept 8 - 12 Nov 13 - 17 Dec
	Managerial Grid		
	1 week - full time	21 - 26 Mar 23 - 28 May	17 - 22 Oct
	Midcareer Executive Development		
	6 weeks - full time	17 Jan-26 Feb 4 Apr-14 May 13 Jun-23 Jul	26 Sept-5 Nov

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25X1A



1971
Jan - June

1971
July - Dec

15 Feb-5 Mar
26 Apr-14 May

20 Sept-8 Oct
25 Oct-12 Nov

Operations Course.....See Basic Operations

Operations Familiarization
4 weeks - full time

15 Mar-9 Apr

7 Sept-1 Oct

Orientation for Overseas
2 days - full time

5 - 6 Jan
2 - 3 Feb
2 - 3 Mar
6 - 7 Apr
4 - 5 May
1 - 2 June

6 - 7 July
3 - 4 Aug
7 - 8 Sept
5 - 6 Oct
2 - 3 Nov
7 - 8 Dec

25X1A



4 - 15 Jan

Politics Workshop
Given on request

Reading Improvement (Contract with non-Agency facility)
To be announced

Senior Management Seminar (Planning)
1 week - full time

2 - 7 May

To be announced

Soviet Bloc Operations
2 weeks - full time

1 - 12 Feb
12 - 23 Apr
7 - 18 June

18 - 29 Oct

Special Clandestine Operations
Orientation for DDS&T
1 week - full time

15 - 19 Feb

4 - 8 Oct

Special Orientation for Agency
Representatives Attending
Senior Officer Schools
3 days - full time

28 - 30 June

Supervision
1 week - full time

1 - 5 Mar
10 - 14 May
28 Jun-2 Jul

13 - 17 Sept
1 - 5 Nov
6 - 10 Dec

		<u>1971</u> Jan - June	<u>1971</u> July - Dec
	Support Services*		
	6 weeks - full time	12 Apr-21 May	
	Support Services Review:		
	Trends & Highlights		
	1 week - full time	8 - 12 Mar 26 - 30 Apr 7 - 11 Jun	13 - 17 Sept 1 - 5 Nov 6 - 10 Dec
25X1A	Vietnam Operations [REDACTED]		
	4 weeks - full time	1 - 26 Feb 5 - 30 Apr 7 Jun-2 Jul	2 - 27 Aug 4 - 29 Oct 6 - 31 Dec
25X1A	Vietnam Orientation [REDACTED]		
	4 weeks - full time	4 - 29 Jan 1 - 26 Mar 3 - 28 May	5 - 30 Jul 6 Sept-1 Oct 1 - 26 Nov
	Writing Workshop (Basic)		
	4 weeks - part time (T,Th)	5 - 28 Jan 16 Mar-8 Apr	7 - 30 Sept 26 Oct-18 Nov
	Writing Workshop (Intermediate)	On request	
	Writing Workshop (Special)	On request	

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LANGUAGE TRAINING COURSES*
(3 students minimum)

Course	Type	FT/PT	Length	Beginning Dates					
				Jan	Mar	May	June	Sept	Nov
Arabic 100	RSU	FT	52 weeks	S c h e d u l e d			o n	D e m a n d	
Arabic 510	R	PT	750 hours	S c h e d u l e d			o n	D e m a n d	
Arabic 710	RT	PT	30 weeks	S c h e d u l e d			o n	D e m a n d	
Chinese 100	RSU	FT	44 weeks	4	---	---	12	---	---
Chinese 500	R	FT	26 weeks	S c h e d u l e d			o n	D e m a n d	
Chinese 110	RSU	PT	1400 hours	4	---	3	---	13	---
Chinese 73	R	PT	40 hours	S c h e d u l e d			o n	D e m a n d	
Chinese 735	S	PT	Open	S c h e d u l e d			o n	D e m a n d	
Czech 100	RSU	FT	28 weeks	4	---	3	---	13	---
Czech 120	RSU	FT	12-14 weeks	4	---	---	12	---	---
Czech 110	RSU	PT	700 hours	4	---	3	---	13	---
French 100	RSU	FT	28 weeks	4	1	3	12	13	1
French 120	RSU	FT	13 weeks	4	1	3	12	13	1

*For course descriptions see Pages 19-36 in 1970 OTR Catalog.

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Course	Type	FT/PT	Length	Beginning Dates					
				Jan	Mar	May	June	Sept	Nov
French 110	RSU	PT	400 hours	4	1	3	12	13	1
French 510	R	PT	400 hours	4	---	---	12	---	---
French 610/615	RSU	PT	36 weeks-BAHLT	---	---	---	---	13	---
German 100	RSU	FT	28 weeks	4	1	3	12	13	1
German 110	RSU	PT	500 hours	4	1	3	12	13	1
German 510	R	PT	500 hours	4	1	3	12	13	1
German 610/615	RSU	PT	36 weeks-BAHLT	---	---	---	---	13	---
Greek 100	RSU	FT	44 weeks	S c h e d u l e d			o n	D e m a n d	
Greek 110	RSU	PT	700 hours	4	---	3	---	13	---
Greek 510	R	PT	600 hours	4	---	3	---	13	---
Indonesian 100	RSU	FT	24 weeks	4	---	3	---	13	---
Indonesian 120	RSU	FT	12 weeks	S c h e d u l e d			o n	D e m a n d	
Indonesian 510	R	PT	250 hours	S c h e d u l e d			o n	D e m a n d	
Italian 100	RSU	FT	28 weeks	4	---	3	---	13	---
Italian 120	RSU	FT	13 weeks	4	---	3	---	13	---

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Beginning Dates

Course	Type	FT/PT	Length	Jan	Mar	May	June	Sept	Nov
Italian 110	RSU	PT	400 hours	4	---	3	---	13	---
Italian 510	R	PT	400 hours	S c h e d u l e d			o n	D e m a n d	
Japanese 100	RSU	FT	44 weeks	4	---	---	12	---	---
Lao 100	RSU	FT	24 weeks	S c h e d u l e d			o n	D e m a n d	
Persian 100	RSU	FT	36 weeks	4	---	3	---	13	---
Persian 510	R	PT	400 hours	S c h e d u l e d			o n	D e m a n d	
Persian 710	RT	PT	30 hours	S c h e d u l e d			o n	D e m a n d	
Polish 100	RSU	FT	28 weeks	4	---	3	---	13	---
Polish 110	RSU	PT	700 hours	4	---	3	---	13	---
Portuguese 100	RSU	FT	30 weeks	4	---	3	---	13	---
Portuguese 120	RSU	FT	13 weeks	4	---	3	---	13	---
Romanian 100	RSU	FT	35 weeks	4	---	3	---	13	---
Romanian 110	RSU	PT	550 hours	4	---	---	12	---	---
Romanian 510	R	PT	550 hours	4	---	---	12	---	---
Russian 100	RSU	FT	52 weeks	4	---	3	---	13	---
Russian 110	RSU	PT	700 hours	4	---	3	---	13	---

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Beginning Dates

Course	Type	FT/PT	Length	Jan	Mar	May	June	Sept	Nov
Russian 510	R	PT	650 hours	S c h e d u l e d			o n	D e m a n d	
Russian 610/615	RSU	PT	36 weeks-BAHLT	---	---	---	---	13	---
Russian 751	S	PT	Open	S c h e d u l e d			o n	D e m a n d	
Russian 752	RT	PT	24 hours	---	---	---	---	13	---
Russian 753	R	PT	200 hours	---	---	---	---	13	---
Russian 754	R	PT	200 hours	---	---	---	---	13	---
Russian 755	R	PT	100 hours	---	---	---	---	13	---
Russian 756	R	PT	60 hours	---	---	---	---	13	---
Serbo- Croatian 100	RSU	FT	28 weeks	4	---	3	---	13	---
Serbo- Croatian 110	RSU	PT	700 hours	4	---	3	---	13	---
Spanish 100	RSU	FT	28 weeks	4	1	3	12	13	1
Spanish 120	RSU	FT	13 weeks	4	1	3	12	13	1
Spanish 110	RSU	PT	400 hours	4	1	3	12	13	1
Spanish 510	R	PT	400 hours	4	---	---	12	---	---

Beginning Dates

Course	Type	FT/PT	Length	Jan	Mar	May	June	Sept	Nov
Spanish 610/615	RSU	PT	36 weeks-BAHLT	---	---	---	---	13	---
Swedish 100	RSU	FT	28 weeks	S c h e d u l e d			o n	D e m a n d	
Swedish 110	RSU	PT	400 hours	4	1	3	12	13	1
Swedish 510	R	PT	400 hours	4	---	3	---	13	---
Thai 100	RSU	FT	32 weeks	4	---	3	---	13	---
Thai 500	RT	FT	36 weeks	S c h e d u l e d			o n	D e m a n d	
Thai 710	R	PT	30 hours	S c h e d u l e d			o n	D e m a n d	
Turkish 100	RSU	FT	40 hours	S c h e d u l e d			o n	D e m a n d	
Vietnamese 100	RSU	FT	44 weeks	4	---	3	---	13	---
Vietnamese 120	RSU	FT	6 weeks	S c h e d u l e d			o n	D e m a n d	
Vietnamese 500	R	FT	28 weeks	S c h e d u l e d			o n	D e m a n d	
Vietnamese 510	R	PT	350 hours	S c h e d u l e d			o n	D e m a n d	

RSU - Reading, Speaking and Understanding
R - Reading Only
RT - Reading/Translation
FT - Full time
PT - Part time

For course descriptions see Pages 19-36 in 1970 OTR Catalog.

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