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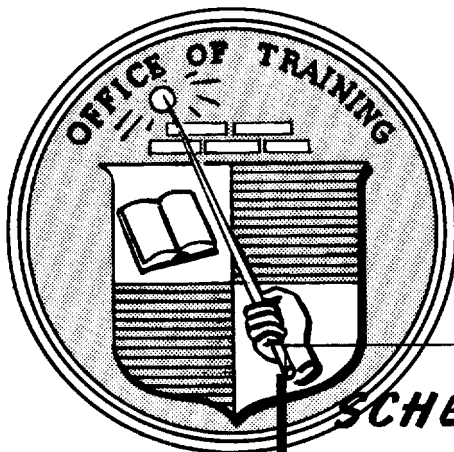
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# OFFICE OF TRAINING BULLETIN

NUMBER 47-1

MAY-JUNE 1959



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**SCHEDULE OF OTR  
COURSES  
July through Dec.'59  
IN THIS ISSUE**

## CONTENTS

THE BULLETIN BOARD . . . . .	1
Language and Area Courses . . . . .	6
Noontime Movie Schedule . . . . .	8
The Individual: Is His Independence Lost Within the Large Organization? . . . . .	10
Foreign Language: A Chink in America's Armor? . . . . .	12
EXTERNAL PROGRAMS . . . . .	16
REGISTRAR'S REMINDERS . . . . .	21
DIRECTORIES . . . . .	23
SCHEDULE OF COURSES . . . . .	24

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# The Bulletin Board

## SIX-MONTH SCHEDULE OF COURSES IN THIS ISSUE

As is identified on the cover, this issue of the OTR Bulletin contains a 6-month projection of courses from July through December of this year. The index is on page 27.

OTR plans to publish a similar schedule in the November-December issue of the Bulletin. This will cover the first half of 1960. Meanwhile, as a means of giving supervisors and Training Officers some idea of the earliest of the '60 presentations, we have published the dates of the first runnings in that calendar year.

Since the schedule is included in this publication we have prepared two issues (Nos 47-1 and 47-2). Both include course listings of the Intelligence School, School of International Communism and the USSR, and the Language and Area School. The complete issue, No. 47-1, primarily for the Clandestine Services, also contains the schedules of the Operations School and the Technical Services Staff.

Additional information about the schedule may be obtained from the Chief, Information Branch/RS/TR, on extension

## CIA SUPPORT EXHIBIT IN JUNE

The CIA Support Exhibit, sponsored and coordinated by the Office of Training, is being presented on Wednesday, 10 June 1959 from 1400 to 1600 hours in the R&S Auditorium for the last time until mid-September.

The purpose of the Support Exhibit is to familiarize employees from every component of the Agency with the role played by the DD/S in Agency operations. The exhibit is of special interest to personnel from the DD/P since a large portion of the support effort is directed toward the operations conducted by the Clandestine Services.

The exhibit is so arranged that the individual visitor is given a thorough survey of the DD/S complex, and the opportunity to ask any questions regarding his own requirements and personal problems.

On the following day, 11 June 1959, at 0930 to 1200 hours and in the R&S Auditorium, the Intelligence Products Exhibit will be held. This too, will be the last presentation until September

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**OFF-HOURS LANGUAGE COURSES  
ON SEMESTER BASIS**

With its fall classes beginning 8 September, the Voluntary Language Training Program will thereafter, operate on a 21-week semester basis. The Fall Semester will start in early September and Spring Semester in early March. There will be a three-week interval between the Fall and Spring terms, and one of five weeks between the end of the Spring session and the new fall semester. At Christmas time there will be a two-week recess.

Adjustments in current courses were made so that conversion from the present system to the semester plan would cause minimal inconvenience to students already enrolled. For those who could not be accommodated by formal instruction during the summer, arrangements were made for supervised laboratory work and weekly seminars.

Students may register now for fall courses if they wish. The deadline, however, for final registration is 14 August.

**AREA MEDICAL BRIEFINGS  
FOR EMPLOYEES AND DEPENDENTS**

The Medical Staff, through its Operations Division, wishes to extend its services to all employees in a pcs-status. The staff has a medical briefing program and gives other kinds of medical assistance.

Briefings can be tailored to an individual's needs and can be arranged to fit into his pre-departure schedule.

The purpose of such briefings is merely to acquaint an employee with medical information pertinent to his and to his family's interests as they relate to an assignment, and to prepare him with what the needs may be in his new area. Health bulletins are available and for those going to a more isolated area where medical supplies are not readily available, a well-equipped medical kit can be obtained.

Inquiries about the program should be directed to [redacted] extension [redacted] [redacted] will also make arrangements for briefings.

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**HISTORICAL INTELLIGENCE  
COLLECTION EXHIBITS**

The Historical Intelligence Collection/OCR maintains a permanent exhibit case on the first floor of the Administration Building in which material of historical intelligence interest is shown.

The first exhibit contained some of the original documents on the establishment of CIA; the second, a memorial to the late General Donovan, Director of OSS, and the present one, which will be on daily view until the end of June and to which all employees are invited, commemorates the 150th birthday of President Lincoln and his connection with intelligence.

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**LANGUAGE COURSES IN SUMMER SCHOOLS**

Classes in an eight-week summer session of the Georgetown Institute of Languages and Linguistics will be held from 17 June to 12 August 1959. Intensive (35 hours a week) courses include 20 hours of classwork and 15 hours of lab drill. These will be conducted during the day whereas the semi-intensive (15 hours a week) consisting of 6 hours classwork and 9 of laboratory work will be offered in the evenings.

Introductory courses have been planned in:

Arabic (classical)	Persian
Chinese	Portuguese
French	(days only)
German	Russian
Italian	Spanish
Japanese	Turkish

Intermediate courses will be given in:

French	Russian
German	Spanish

Courses in French, German, and Spanish will also be conducted at other local universities: Russian at George Washington University and at the Department of Agriculture.

Enrollment in these external courses under Agency sponsorship may be approved if appropriate internal courses cannot be provided within a reasonable time and if the need for directed training is justified.

**LECTURE SERIES ON AFRICA SOUTH**

The current situation in the principal areas of Africa South of the Sahara will be discussed in a series of lectures to be offered by LAS this summer. African specialists from various agencies of the Government will present the lectures each Thursday at 1430 hours from 9 July through 13 August in 117 Central Building. A schedule of the lectures will be published later. For information call [redacted] on extension [redacted]

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**CLERICAL SKILLS QUALIFICATION TESTS SCHEDULED FOR JUNE AND JULY**

Tests in shorthand and typewriting for employees required to meet Agency standards will be given in Room 508, 1016 16th Street on:

15 June	20 July
29 June	

Supervisors or Personnel Placement Officers should register employees for these tests - extension [redacted]

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Those whose test results show that their skills are below the level expected of Agency personnel may take refresher courses given in OTR's regularly scheduled Clerical Refresher Program. Registration for this should be done through Training Officers. The date of the next program is listed in the Registrar's Reminders.

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**SOME FUNDAMENTALS  
OF LDP EXPLAINED**

In recent months increased participation by our employees in the Agency's Language Development Program has naturally brought many inquiries about the workings of the program. We refer our readers to the Agency's [redacted] for general explanation of the procedures. Meanwhile, we have selected three areas of inquiry for further explanation:

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Language Data Record (Form 444c):

This is an Office of Personnel form on which an Agency employee declares his foreign language proficiency. It is the basic record for the Agency's Language Qualifications Register (LQR). If an employee has no proficiency he should complete a 444c on which he indicates this. If he has proficiency, then he must complete one for each language in which he has competency, regardless of degree. If he undertakes to study still another language, we suggest that he submit a 444c on this new (to him) language at the time he begins his study. Some who have native proficiency seem to be of the opinion that submission of a completed form is not required of them. This is not so. It is still the responsibility of each employee to have his proficiencies recorded in the LQR.

The date on which he completes the form is accepted as the date of entry into the Agency's Language Development Program. Other identifications used for this date are

"date of eligibility" or "anniversary date" for a Maintenance Award - an award granted for keeping, for one year, as of eligibility date, a declared or tested competency.

Foreign Language Tests: Proficiency tests in approved languages (currently thirty-nine) listed in the headquarters and field issues of the [redacted] are given at scheduled times throughout the year. Announcement of the schedule is published twice a year in the form of an all-employees

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[redacted] series. The next schedule will be published in June. Registration for a test must be done through the Training Officer.

The testing year is divided into two segments: January through June and July through December. Because a year is the required minimum time for maintaining a level of skill in a foreign language, the date of eligibility becomes the basic factor in scheduling a person for a test. If an eligibility date is in the first half of a year, then the test for maintenance should be taken within that period - as near to the eligibility - or anniversary date as the schedule permits. In languages in which a test is given only once or twice, the application of this procedure will necessarily be flexible. We advise anyone who is in doubt to verify the date of eligibility with his Training Officer. This will save duplication, and perhaps disappointment.

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If a person wishes to take a test to determine achievement he may do so at any time. If he does show an increase in his level of skill he is awarded on an achievement basis. Thereafter, this date of a newly determined competence becomes his date of eligibility for a maintenance award, one year hence.

who return to headquarters, whether tdy or pcs, should take the tests as soon as possible. Their scores again, will be evaluated in terms of an award and maintenance monies will be granted retroactively, as of their eligibility date.

If there is no record of submission of a 444c, nor a record of language training, the test is registered, for internal purposes, as a "skill". If a person has submitted a 444c then the test is evaluated with respect to improvement i.e. achievement, or to maintenance, and based on effort expended, one of two types of awards is granted. All scores are then forwarded to Machine Records Division O/Compt, for inclusion in the subsequent issue of the LQR. This information is also sent to Training Officers who notify individuals of the results.

Many employees are being requested by their offices to take foreign language tests so that their tested ability in a language can be recorded in the Language Qualifications Register to replace their self-declared statements and thus make the LQR a current, accurate document.

Testing of Field Personnel: At present foreign language tests are given only at headquarters. Plans are under consideration to extend testing to [redacted] [redacted] overseas. Meanwhile those

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**LANGUAGE AND AREA TRAINING**

Language

Dates for submission of requests to Registrar/TR for full-time study have been scheduled well in advance of the starting dates of the courses to allow sufficient time for the Qualifications Review Panel to consider each application. The panel's approval must be obtained before registration of the individual can be authorized.

Applications for full-time and for part-time study should be sent through Training Officers to the Registrar/TR, 2623 Quarters Eye, on or before the registration date. Students who have completed Phase I of a language course and intend to continue in subsequent phases must submit applications for each phase. These may be submitted at the time the initial request is directed to the Registrar/TR.

Full-time Study

<u>Course</u>	<u>Close of Registration</u>	<u>Dates of Course</u>
French (Basic) RSW	3 Aug	14 Sep - 12 Feb 60
Spanish (Basic) RSW	10 Aug	21 Sep - 19 Feb 60

Part-time Study

French (Basic) RSW - Phase II Five 2-hour classes a week	1 Jun	15 Jun - 21 Aug
German (Basic) Reading - Phase I Three 2-hour classes a week	1 Jun	15 Jun - 21 Aug
Greek (Intermediate) RSW - Phase I Five 1-hour classes a week	Immediately	1 Jun - 16 Oct
Turkish (Basic) RSW - Phase II Five 1-hour classes a week	6 Jul	20 Jul - 18 Dec

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Area

Applications for part-time area training should be submitted to Registrar/TR on the dates indicated.

<u>Course</u>	<u>Close of Registration</u>	<u>Dates of Course</u>
<u>Americans Abroad Orientation</u>		
25X1 [ ] 0900 - 1230 hours Daily 2925 Quarters Eye	8 Jun	22 Jun - 26 Jun

Americans Abroad Orientation - Saturday Special  
(0830 - 1700 hours, Room 2925 Quarters Eye)

25X1 [ ]	12 Jun	27 Jun
Latin America	12 Jun	27 Jun
Western Europe	12 Jun	27 Jun

25X1 This "Saturday Special", a compressed area briefing, is intended for employees and their dependents (adults and teenagers 16 and above), who anticipate their first tour-of-duty in Western Europe or in Latin America. Employees of the Agency assigned to [ ] for the first time should enroll in the full course given the same week (see listing of area courses). Those who have sufficient reason for not attending during the week, may attend the briefings on Saturday. Employees going for the first time to other areas in Western Europe or to areas in Latin America are invited to attend these special presentations.

The Americans Abroad Orientation concentrates on significant aspects of the specific area of destination as well as information and advice which will promote an easier personal adjustment to living and working in that area.

Registrants will enter Quarters Eye by the East entrance (around the end of the building) and meet in Room 2925 from 0830 to 1700 hours. Training Officers should file applications for all registrants in a brief memorandum with the Registrar/TR no later than 12 June. This lead-time is necessary so that lecturers can tailor the orientation to the registrants' needs in terms of the countries to which they are going.

Schedule

0830-0900 Introduction to the Course - Alert to what lies ahead when you become a "foreigner"

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Area

Schedule (contd)

- 0900-1015 Introduction to Personal Adjustment in a "Foreign" Society - Some "Americans Abroad" problems, drawn from principle and example (the panel will include personnel with experience in both Western Europe and Latin America)
- 1030-1145 Importance of Your Area of Destination to the United States - Its role in American policy
- 1150-1220 Films - "Free Europe" Part I  
"Latin America"
- 1220-1300 Lunch
- 1300-1345 Guide Toward Living and Working Successfully Abroad
- 1350-1500 Living in Your Country Of Destination - The people of the area, their character, attitudes, and behavior; comments on housekeeping, shopping, and recreation
- 1515-1545 Films or slides
- 1545-1700 Color slides on WE - With commentary on this larger community; attractions and differences of the nations; forms of travel; meals and lodging

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Noontime Movie Schedule

Films are shown at 1200 hours in Room 1-82 Quarters Eye. All employees are invited to attend. Additional information can be obtained from  extension

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3 June  
Wednesday

4 June  
Thursday

10 June  
Wednesday

17 June  
Wednesday



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**Noontime Movie Schedule (contd)**

**24 June**  
**Wednesday**

**25 June**  
**Thursday**

**1 July**  
**Wednesday**

**8 July**  
**Wednesday**



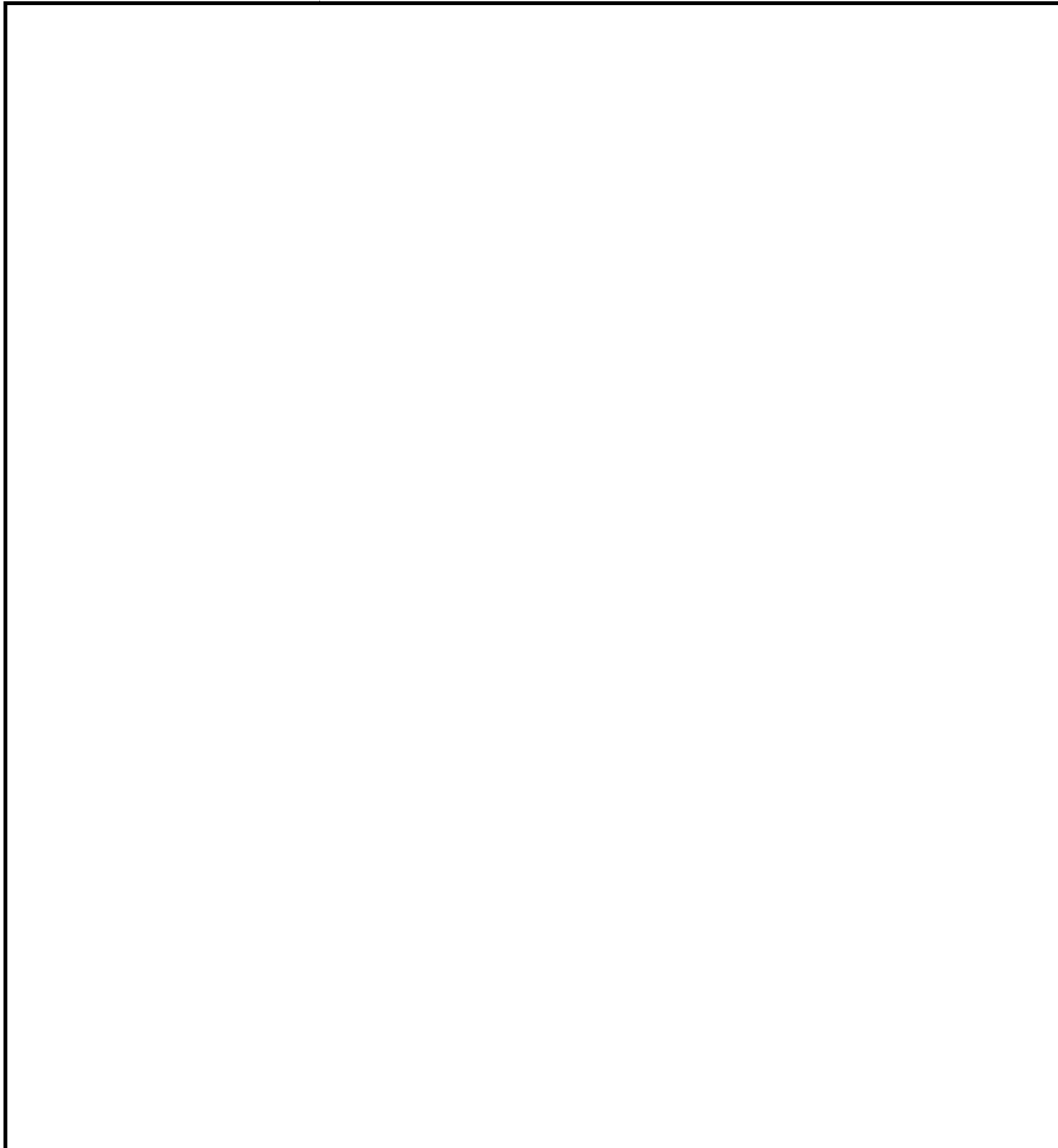
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**The Individual: Is His Independence  
Lost Within the Large Organization?**

Analyses of the place of the individual in modern society and in the large organizations that dominate our society invariably bemoan the fate of independent thought and initiative. Independence, the freedom of the individual, personal responsibility; all these are considered lost. Yet a valid argument can be produced for the view that the individual is still the vital ingredient in our society. A precis of an article by Harlan Cleveland, entitled "Dinosaurs and Personal Freedom", Saturday Review, February 28, 1959, presents this point of view;



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**Foreign Language: Chink in America's Armor?**

"The United States is probably weaker in foreign language abilities than any major country in the world," declared Marion Folsom, former Secretary of Health, Education and Welfare, before a Senate committee in January 1958. He added, "If we are to gain and hold the confidence and good will of people around the world, we must be able to talk to them not in our language but in theirs."

Those whose stock answer to this problem is "Let them learn English" are simply blind to the international facts of life. The dangers of linguistic ignorance are dramatically shown by a story which has become well-known in Foreign Service circles. When the American Embassy was set up in a certain new Far Eastern state we had not a single officer with competence in the language and had to hire local interpreters. Wishing to please their employers, they translated everything to sound very flattering to the United States. When we were able to train and send out our own linguists, we were horrified to find that anti-American sentiment was raging fiercely in that country.

While the Soviets are busy courting the uncommitted "neutrals" through a never-ending series of cultural, scientific missions, dance groups and sports teams - all well supplied with linguists - we have the doubtful distinction of sending more tongue-tied persons abroad than any other modern country. Unhappily, this is not limited to the average citizen who invests in a summer cruise, but applied to our intellectual and school leaders as well. Commenting on this, the distinguished teacher and writer, Henri Peyre of Yale University, has written,



CPYRGHT

In vivid contrast to the intense Soviet language drive, the linguistic picture in the United States is a depressing one. According to Modern Language Association figures, of the 24 major languages of the world, each spoken by more than 20 million persons, only Spanish and French are studied by an appreciable number of Americans. It is hardly

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Original article written by /LAS

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any wonder therefore, that of our representatives abroad perhaps one out of forty can speak effectively a language other than English.

That this problem reared its ugly head as early as the Colonial Period is revealed by John Adams, in a letter addressed to the Treasury Board. In it he commented,

"I found myself in France ill-versed in the language, the laws, customs, and manners of the country, and had the mortification to find my colleagues little better informed than myself, vain as this may seem."

Referring to Benjamin Franklin, he noted that the latter, "spoke the language imperfectly and was able to write bad French."

However, the language needs of those early diplomats appear trifling compared with those of today. At a conference in linguistic needs in the Government, held by the U. S. Office of Education in March 1957, it was learned that a total of 106 foreign tongues are required for our Government agencies and armed services. Because our schools had not been producing enough qualified linguists, these services and many Government agencies were obliged to create special language schools.

Despite the acute need for Americans who can speak foreign languages, few students enrolled in college language courses go far enough in their study to be able to carry on a simple conversation or read a newspaper editorial; worse yet, too few colleges provide courses which give insight into the background of areas other than Western Europe. The Conference on Asian Affairs recently reported that fully forty per cent of our colleges have no courses on the Far East where over half the world's population resides.

Condemning the short-sightedness of many of our universities, Dr. Grayson Kirk, President of Columbia University, last year stated,



The situation has become so critical that Government leaders have decided to take action. Public Law 85-864, The National Defense Education Act, passed by the 85th Congress, authorizes \$887,000,000 for a four-year program of development in science, mathematics and languages. The plan includes some daring innovations. It calls for a system of "language institutes" to be established at colleges for the purpose of providing

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language teachers and supervisors with training intended to improve the quality and effectiveness of instruction. The plan also provides for the development of foreign language training and service centers at selected institutions to furnish instruction in rare but strategic tongues rarely or never taught in the United States.

This is certainly a step in the right direction. However, despite the merit of such a plan, it is still an emergency measure which does not attack the problem at the very core. The solution to our linguistic dilemma can come only through a thorough overhaul of our language teaching system.

First of all, it is necessary to streamline our teaching methods. Most of the nation's 25,000 language instructors are capable and devoted. However, there is still a considerable number who "teach" a language by the expedient of keeping one page ahead of the class. Elsewhere, well-qualified teachers find themselves hamstrung by a rigid program of study stressing grammatical analysis and translation of "literary classics." This has resulted in drab, uninteresting instruction which has caused many generations of Americans to abhor language study, recalled by them as a tortured exercise in the memorization of irregular verbs and adjectives.

Part and parcel of the improvement of teaching methods is the need for increased use of audio-visual aids and laboratories. Although no panacea for language problems, the use of magnetic tape recorders and other equipment in soundproof laboratories has proved to be a boon to the teaching of foreign languages.

The findings of physiological, psychological, and linguistic researchers indicate clearly that by the age of five a child has mastered his own tongue and is ready to learn one or several foreign tongues. Within the past five years, the number of grade-school youngsters has risen from insignificant numbers to some 300,000 junior linguists enrolled in French, Spanish, German, Italian, and other languages. Even so, at the present time, less than one youngster out of a hundred can get started in a foreign language at a time when he can learn it well and effortlessly.

In the final analysis, there can be no lasting solution to the language problem until the general public is made aware of the linguistic problem, and demands from its schools the type of language training suited to a jet-propelled world.

A start has been made in acquainting Americans at the grass roots with language problems. The U. S. Commission for UNESCO, in cooperation with the Modern Language Association, has, during the past few years, held several hundred "Citizen Consultation" meetings intended to acquaint laymen and leaders in typical American communities with the facts and

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figures on our language snarl. Electrified into action, many individuals and civic groups have acted through their school boards and administrators to improve language facilities at the local level.

Americans are beginning to wake up to our dangerous language lag - a chink in the nation's armor. As a leader in the Free World, the United States cannot afford to continue to be tongue-tied in the world arena. Language - the verbal stuff of international communication - deserves the American classroom.

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# External Programs

## Soviet Medical Exhibit

From 21 June to about 30 July 1959, an exhibit will be held at the Coliseum in New York City. Two entire floors will be devoted to the exhibit which will show new technical and scientific developments. It will be open to the public.

## Maxwell Institute on American Overseas Operations

The second annual Maxwell Institute on American Overseas Operations will be held at Syracuse University from 10 to 28 August 1959. This institute is designed for policy level and advanced administrative personnel with responsibilities in recruitment, selection and supervision of overseas operations in Government, business, and philanthropic-religious agencies; for technical experts about to embark on overseas assignments; and for teachers and training officers concerned with the preparation of personnel for service in foreign countries. The Institute will deal with such areas as American foreign policy and administration, the Soviet challenge, culture patterns and social change, problems of economic development, and the American heritage at home and abroad.

## Lithographic Courses

During the academic year 1959-1960, the Graduate School of the Department of Agriculture will offer courses in presswork, stripping, photography, and chemistry of lithography. It will also conduct seminars in advance journeymanship, press maintenance, bindery and stripping.

Survey of Lithography, offered by the Graduate School for the first time during the academic year 1958-1959, will be given again this year.

These courses are being offered in cooperation with the Joint Lithographic Education Council of Metropolitan Washington, D. C. A description of each of the courses will appear in Agriculture's 1959-1960 Catalog which will be available for reference in 2611 Quarters Eye sometime in July.

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Institutes on Records and Archives

During the summer the American University will hold two institutes on records and archives. Classes will be held daily from 0900 to 1630 hours at the National Archives Building.

The Institute on Records Management will be held 1 to 12 June 1959. Principles, methods and techniques of modern records management will be presented. Sessions will be conducted by officials and staff specialists from the Office of Records Management, National Archives and Records Service of General Services Administration, from other Federal agencies, and from business and industry.

The Institute on the Preservation and Administration of Archives will be held 15 June to 10 July 1959. Cooperating agencies will be the National Archives and Records Service, the Library of Congress, and the Maryland Hall of Records. The program will provide lectures, discussions, and intensive laboratory experience in the arrangement and description of private papers and archives.

Summer Institute in Russian Language and Culture

Assumption College, Worcester, Massachusetts, will hold an Institute in Russian Language and Culture 24 June to 7 August 1959. Courses to be offered are:

Elementary Russian - Intensive (4 hours a day, 5 days a week)

Intermediate Russian - Intensive (4 hours a day, 5 days a week)

Russian Civilization I (1 hour a day, 5 days a week)  
18 lectures deal with the pre-revolutionary period; 12 with the USSR (10 of these consist of presentation of Soviet literary works)

Eastern Europe (1 hour a day, 5 days a week)  
This course traces the events in Eastern Europe from the Fall of Constantinople in 1453 to the end of World War I in 1918. Special emphasis will be placed on the rise of Moscow as "the Third Rome" and the role of the Hapsburgs in their struggle against the Moslem Turks and then against the French Revolution and Napoleon.

Methods of Teaching Russian (1 hour a day, 5 days a week)

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Public Relations

During the period 19 June to 15 August 1959, the University of Wisconsin, in conjunction with the Office of the Army Chief of Information, will conduct an eight-week course in Advanced Public Relations. This course will provide selected Army information personnel (officers and civilian employees) formal education, at the graduate level, in the principles and techniques of public relations and better equip them for dealing with the problems related to information duties at the policy-making level.

The curriculum will encompass four general areas: Principles of communication and public opinion, philosophy and process of public relations, public relations case studies, and a guest speaker program featuring prominent figures in these fields. An instructor from the Army Information School, Fort Slocum, New York, will outline current Army policy, objectives and techniques and correlate these data with the instruction offered by the University faculty.

Special Summer Programs at M.I.T.

The Massachusetts Institute of Technology will offer some twenty-seven special programs during the 1959 Summer School. These programs are especially designed for professional people not regularly associated with M.I.T. Subjects include:

Infrared Spectroscopy: Technique, 22-26 June  
Infrared Spectroscopy: Applications, 29 June-3 July  
Reliable Long-Range Radio Communication, 17-28 August  
Quantitative Approaches to the Study of Neuroelectric Activity,  
7-17 July  
Scientific and Engineering Reports, 20-24 July  
Applications of Probability Theory to Operations Research,  
22 June-3 July

American Management Association

During the month of June the Personnel Division of AMA will hold the following seminars in the Hotel Astor, New York City:

8-10 June Installation of Managerial Standards of Performance  
8-10 June Personnel Administration in the Branch Plant  
10-12 June Planning to Meet Your Company's Requirements for  
Key Executives  
17-19 June Personnel Administration for Management Employees  
18-19 June Appraisal Interview and Review  
22-24 June Personnel Principles and Practices

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Public and International Affairs

University of Pittsburgh

The Graduate School of Public and International Affairs at the University of Pittsburgh has designed its regular curricula in general public administration, international affairs, economic and social development and municipal-metropolitan affairs to be a developmental aid to persons who already have managerial responsibility.

Professional Personnel Seminar

Professional Personnel warranting in-service education under Government agency career development arrangements would enroll in the regular seminar programs. An eight-month (two trimesters) program, September-April, is recommended, but a one-trimester program (September-December or January-April) can also be tailored to fit an individual's background and needs.

Short-term Programs

The University also provides short-term executive development programs and special institutes for senior management personnel. These include:

A Two-week Executive Program: (planned for February 1960) for persons from specialized fields who will have administrative responsibilities. Emphasis will be focused on the executive and his responsibilities.

Six-week Management Capstone Development Program: (scheduled for April and early May 1960) would serve (a) persons with backgrounds in specialized fields who have been drawn into important general administrative responsibilities, and (b) talented assistants to bureau and division chiefs, and other executives who hold special career promise, who are moving into broader managerial and supervisory responsibilities.

Organization and Methods Institute: a four-month program beginning in October 1959 and primarily for officials of foreign governments who are being groomed for major responsibilities in directing administrative and organizational improvement work in their home countries. Four of five American officials will be admitted.

Special Executive Development Seminars: discussions on the possibility of short-term educational programs designed for special groups.

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**Public and International Affairs**

**New York University**

The newly formed center for International Affairs and Development, New York University, plans to conduct area training and research in the field of international activities. In line with this is its plan to offer five new programs:

Training and research on U.N. agencies

Area training and research on Sub-Sahara Africa (to get under way in September)

Proposed extension of NYU's Southeast Asia program to include a project for developing educational and research facilities in the region

A miscellaneous Ibero-American program, including the recently organized Brazilian Institute, exchange of students with Spanish and Brazilian universities, and a program for training advanced undergraduates in social work in Spanish and Portuguese

Development of a language laboratory with facilities for training students in various Asian and African languages (Chinese, Japanese, Arabic, Hebrew, Swahili, Hausa and Amharic)

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# Registrar's Reminders

Information on courses can be obtained from Training Officers, the Information Branch/RS/TR, or from the OTR Catalog. Approval and sponsorship of a supervisor are necessary to register in a course. Applications should be submitted through Training Officers to the Registrar/TR, by the close of business of the date indicated.

	<u>Course</u>	<u>Close of Registration</u>	<u>Dates of Course</u>
25X1	* Administrative Procedures 136, <input type="text"/>	8 Jun	15 Jun - 3 Jul
25X1	Budget and Finance Procedures 149, <input type="text"/>	8 Jun	15 Jun - 26 Jun
	Clerical Refresher Program Hours arranged after completion of pre-test 508, 1016 16th St.	Immediately	1 Jun - 26 Jun

Pre-testing for the Clerical Refresher Program is scheduled in Room 508, 1016 16th Street as follows:

28 May

Typing	0900 - 1000
Shorthand	0930 - 1100
English Usage	1100 - 1200

Communist Party Organization and Operations Daily 0830 - 1230 hours 2202 Alcott	29 Jun	6 Jul - 31 Jul (Previously scheduled 8 Jun - 3 Jul)
Dependents' Briefing 117 Central	(Consult Training Officer)	2 Jun - 3 Jun 7 Jul - 8 Jul
Instructional Techniques 2241A R&S	8 Jun	15 Jun - 26 Jun

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<u>Course</u>	<u>Close of Registration</u>	<u>Dates of Course</u>
* Intelligence Orientation R&S Auditorium	Immediately	1 Jun - 26 Jun (Previously scheduled 8 Jun - 3 Jul)
Supervision - Basic GS 5-7 Daily 0830 - 1230 hours 155, <span style="border: 1px solid black; display: inline-block; width: 40px; height: 15px;"></span>	1 Jun	8 Jun - 19 Jun
Writing Workshop - Basic 0900 - 1200 hours 1st Wk: Monday, Tuesday, Thursday Last 3 Wks: Tuesday, Thursday 2027 R&S	1 Jun	8 Jun - 2 Jul
Writing Workshop - Intermediate 0900 - 1200 hours 1st Wk: Monday, Tuesday, Thursday Last 3 Wks: Tuesday, Thursday	6 Jul	13 Jul - 6 Aug

25X11A6a

"0" Courses

Titles of "0" Courses are identified in the OTR Catalog (TR CC 100-1) January 1957.

<u>Course</u>	<u>Close of Registration</u>	<u>Dates of Course</u>
0-4	8 Jun	15 Jun - 3 Jul
0-10	8 Jun	15 Jun - 26 Jun
0-17	Immediately	8 Jun - 3 Jul
0-25	1 Jun	8 Jun - 26 Jun
0-29	Immediately	1 Jun - 5 Jun
0-30	22 Jun	29 Jun - 24 Jul

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# Directories

## OFFICE OF TRAINING

Director of Training

Matthew Baird

11

25X1

Deputy Director of Training

11

25X1

A/C Plans and Policy Staff

17

Support Staff

8

Assessment and Eval. Staff

1331A R&S

Junior Officer Training Program

2518 Qtrs. Eye

Intelligence School

2009 R&S

School of International Communism and the USSR

2204 Alcott

Operations School

201C

25X1

Language and Area School  
Administration  
Area Training  
Language Training  
Testing

1928 Qtrs. Eye  
1828 Qtrs. Eye  
1828 Qtrs. Eye  
1925 Qtrs. Eye  
2132 Eye

Registrar Staff  
Deputy Registrar  
Information  
Processing  
Standards  
Registration

2623 Qtrs. Eye  
2623 Qtrs. Eye  
2605 Qtrs. Eye  
2608 Qtrs. Eye  
2620 Qtrs. Eye  
2623 Qtrs. Eye

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**DD/C TRAINING OFFICER**

**O/DDC**

**Marguerite Beard**

**202 Admin**

**25X1**

**DD/I TRAINING OFFICERS**

**Special Asst. for DD/I**

**347 Admin**

**O/DDI**

**354 Admin**

**OCR**

**350 26th St.**

**ORR**

**1003 M**

**1015 M**

**ONE**

**105 Admin**

**OCI**

**2052 Q**

**2052 Q**

**OSI**

**1713 Barton**

**OBI**

**126**

**[Redacted]**

**25X1**

**OO**

**402 1717 H St.**

**506 1717 H St.**

**410 1717 H St.**

**414 1717 H St.**

**2021**

**[Redacted]**

**25X1**

**PIC**

**619 Steuart**

**25X1**

**STATSPEC**

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**DD/S TRAINING OFFICERS**

**Special Asst. for DD/S  
Administration**

**Audit**

**Commercial**

**Communications**

**Comptroller**

**General Counsel**

**Logistics**

**Management**

**Medical**

**Personnel**

**Security**



122 East  
120 East

2218 Curie

2020 Barton

1503 Eye

1039 Alcott

226 East

2049 Qtrs. Eye

1714 Qtrs. Eye

1303 J

2602 Curie

1311 Eye

25X1A

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*OTR & TSS Courses . . . JULY THROUGH DEC '59*

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**INDEX**

		<b>Page</b>
	Administrative Procedures	28
	Air Operations	40
	Anti-Communist Operations	33
	Area Courses	38-39
25X1	Audio Countermeasures	40
	Audio Surveillance Equipment - Operations	43
	Audio Surveillance Management	40
	[REDACTED]	40
	Budget and Finance Procedures	28
	Cable Refresher	40
	CIA Review	28
25X1	Clandestine Field Activities	40
	Clandestine [REDACTED]	40
	Clandestine Services Scientific and Technical Ops	40
25X1	Clandestine Services [REDACTED] Operations	41
	Clandestine Services Review	41
	Clerical Induction	28
	Clerical Orientation	28
	Clerical Refresher Program	29
	Communism - Introduction	33
	Communist Party Organization and Operations	33
	Conference Techniques	29
	Counterespionage Operations	41
	Counterintelligence Familiarization	41
	Departmental Briefing	29
	Dependents' Briefing	29
	Effective Speaking	29
	Effective Writing	30
25X1	Evasion and Escape	41
	[REDACTED]	43
	[REDACTED]	43
	Information Reporting, Reports, and Requirements	41
	Information Reports Familiarization	41
	Instructional Techniques	30
	Intelligence Orientation	30
	Intelligence Production	30
	Intelligence Research - Maps	30
	Intelligence Research - Techniques	30
	Language Courses	34-37
	Management	30
	Management Conference	30

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**INDEX**

	<b>Page</b>
Non-Clerical Basic Typing	28
OFC Skills	42
OO/C Field Chiefs Meeting	31
OO/C Refresher	31
OO/C Refresher for Deputy Chiefs	31
Operations	42
Operations Familiarization	42
Operations Support	31
Paramilitary Operations	42
<div data-bbox="311 751 1003 940" style="border: 1px solid black; height: 90px; width: 426px;"></div>	43
	43
	44
	42
	42
	44
Staybehind	42
Supervision	31
Supervision in Research and Analysis	31
Supervision and Management - Survey	31
Survival	42
USSR - Basic Country Survey	33
Writing Workshop - Basic, Intermediate and Advanced	32

25X1

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**Intelligence School**

**Administrative Procedures (Ft)**

3 Aug 59 - 21 Aug 59  
28 Sep 59 - 16 Oct 59  
30 Nov 59 - 18 Dec 59  
15 Feb 60 - 4 Mar 60

**Budget and Finance Procedures (Ft)**

3 Aug 59 - 14 Aug 59  
28 Sep 59 - 9 Oct 59  
16 Nov 59 - 27 Nov 59  
25 Jan 60 - 5 Feb 60

**CIA Review (Pt)**

14 Jul 59  
11 Aug 59  
8 Sep 59  
13 Oct 59  
10 Nov 59  
8 Dec 59  
12 Jan 60

**Clerical Induction (Ft)**

Scheduled each week

**Clerical Orientation (Ft)**

Scheduled each week except

21 Dec 59  
28 Dec 59  
4 Jan 60

**Non-Clerical Basic Typing** is scheduled on request

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**Intelligence School**

**Clerical Refresher Program (Pt)**

**Includes:**

**English Usage - Review**  
**Shorthand Theory - Review**  
**Intermediate Shorthand Dictation**  
**Advanced Shorthand Dictation**  
**Typing Techniques - Review**  
**Advanced Typing**

**14 Sep 59 - 9 Oct 59**  
**19 Oct 59 - 13 Nov 59**  
**23 Nov 59 - 18 Dec 59**  
**11 Jan 60 - 5 Feb 60**

**Conference Techniques (Pt)**

**26 Oct 59 - 2 Dec 59**  
**1 Feb 60 - 9 Mar 60**

**Departmental Briefing (Pt)**

**28 Jul 59**  
**22 Sep 59**  
**24 Nov 59**  
**26 Jan 60**

**Dependents' Briefing (Pt)**

**7 Jul 59 - 8 Jul 59**  
**4 Aug 59 - 5 Aug 59**  
**1 Sep 59 - 2 Sep 59**  
**6 Oct 59 - 7 Oct 59**  
**3 Nov 59 - 4 Nov 59**  
**1 Dec 59 - 2 Dec 59**  
**5 Jan 60 - 6 Jan 60**

**Effective Speaking (Pt)**

**14 Sep 59 - 21 Oct 59**  
**7 Dec 59 - 27 Jan 60 (Break between 20 Dec 59 and 1 Jan 60)**

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**Intelligence School**

**Effective Writing** (Pt)

6 Oct 59 - 5 Nov 59  
2 Feb 60 - 3 Mar 60

**Instructional Techniques** (Ft)

Scheduled on request

**Intelligence Orientation** (Ft)

31 Aug 59 - 11 Sep 59  
5 Oct 59 - 16 Oct 59  
23 Nov 59 - 4 Dec 59  
4 Jan 60 - 15 Jan 60

**Intelligence Production** (Ft)

4 Jan 60 - 25 Mar 60

**Intelligence Research - Maps** (Pt)

5 Oct 59 - 23 Oct 59  
4 Jan 60 - 22 Jan 60

**Intelligence Research - Techniques**

13 Jul 59 - 7 Aug 59 (Ft) OCR, ORR  
14 Sep 59 - 23 Oct 59 (Pt) OSI  
16 Nov 59 - 13 Dec 59 (Ft) OCR, ORR

**Management** (Pt)  
(Formerly Basic Management)

31 Aug 59 - 11 Sep 59 (GS 11-13)  
9 Nov 59 - 20 Nov 59 (GS 14 and above)  
30 Nov 59 - 11 Dec 59 (GS 11-13)

**Management Conference** (Ft or Pt)  
(Formerly Management - Special)

Scheduled on request

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**Intelligence School**

**OO/C Field Chiefs Meeting (Ft)**

12 Oct 59 - 21 Oct 59 (Management)

**OO/C Refresher (Ft)**

15 Jun 59 - 19 Jun 59

13 Jul 59 - 24 Jul 59

7 Sep 59 - 18 Sep 59

**OO/C Refresher for Deputy Chiefs (Ft)**

14 Mar 60 - 25 Mar 60

**Operations Support (Ft)**

24 Aug 59 - 25 Sep 59

26 Oct 59 - 27 Nov 59

11 Jan 60 - 12 Feb 60

**Supervision (Pt)**  
**(Formerly Basic Supervision)**

5 Oct 59 - 16 Oct 59 (GS 5-9 )

26 Oct 59 - 6 Nov 59 (GS 11-12)

7 Dec 59 - 18 Dec 59 (GS 5-9 )

**Supervision in Research and Analysis (Pt)**  
**(Formerly Supervision for Intelligence Officers)**

14 Sep 59 - 25 Sep 59 (GS 12 and above)

**Supervision and Management - Survey of (Pt)**

16 Nov 59 - 20 Nov 59 (GS 12 and above)

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Intelligence School

Writing Workshop (Pt)

Basic

8 Jun 59 - 2 Jul 59  
21 Sep 59 - 15 Oct 59  
4 Jan 60 - 28 Jan 60

Intermediate

13 Jul 59 - 6 Aug 59  
26 Oct 59 - 19 Nov 59  
8 Feb 60 - 3 Mar 60

Advanced

17 Aug 59 - 10 Sep 59 OCI  
8 Feb 60 - 3 Mar 60 ORR  
14 Mar 60 - 7 Apr 60 OSI  
23 May 60 - 16 Jun 60 OO

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School of International Communism and the USSR

Anti-Communist Operations (Pt)

8 Sep 59 - 2 Oct 59  
4 Jan 60 - 29 Jan 60

Communist Party Organization and Operations (Pt)

6 Jul 59 - 31 Jul 59  
16 Nov 59 - 11 Dec 59  
1 Feb 60 - 26 Feb 60

Introduction to Communism (Pt)

14 Sep 59 - 25 Sep 59  
7 Dec 59 - 18 Dec 59  
18 Jan 60 - 29 Jan 60

USSR - Basic Country Survey

16 Nov 59 - 11 Dec 59 (Pt)  
1 Mar 60 - 5 May 60 (Pt)

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Language and Area School

Language

The actual number of weeks between the scheduled beginning and ending dates of a course does not in all cases correspond exactly to the announced length of the course. This is because extra weeks have been added, where necessary, to compensate for holidays and to obviate certain scheduling problems.

Instruction is given in Reading, Speaking and Writing (RSW), Reading and Writing (RW), and in Reading (R).

Arabic (a colloquial dialect)

Basic (Pt)	RSW	3 phases 20 wks ea	Ph I	12 Oct 59 - 11 Mar 60
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Arabic - Classical

Basic (Pt)	RW	40 wks		28 Sep 59 - 29 Jul 60
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Bulgarian

Basic (Pt)	R	2 phases 15 wks ea	Ph I	28 Sep 59 - 22 Jan 60
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Chinese

Basic (Pt)	RSW	40 wks		28 Sep 59 - 5 Aug 60
Advanced (Pt)	RW	40 wks		5 Oct 59 - 12 Aug 60

Basic (Pt)	RSW	3 phases 20 wks ea	Ph I	12 Oct 59 - 11 Mar 60
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Basic (Pt)	R	3 phases 20 wks ea	Ph I	12 Oct 59 - 11 Mar 60
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Language

East European Languages (Albanian, Bulgarian, Czech)

Workshop (Pt)	R	15 wks		28 Sep 59 - 22 Jan 60
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French

Basic (Ft)	RSW	20 wks		14 Sep 59 - 12 Feb 60
Intermediate (Ft)	RSW	10 wks		12 Oct 59 - 18 Dec 59
Basic (Pt)	RSW	3 phases 10 wks ea	Ph I	21 Sep 59 - 4 Dec 59
Intermediate (Pt)	RSW	10 wks		21 Sep 59 - 4 Dec 59

German

Basic (Ft)	RSW	20 wks		5 Oct 59 - 11 Mar 60
Intermediate (Ft)	RSW	10 wks		28 Sep 59 - 4 Dec 59
Basic (Pt)	RSW	2 phases 20 wks ea	Ph I	12 Oct 59 - 18 Mar 60
Basic (Pt)	R	2 phases 10 wks ea	Ph I	28 Sep 59 - 11 Dec 59

Greek

Basic (Pt)	RSW	3 phases 20 wks ea	Ph I Ph III	14 Sep 59 - 12 Feb 60 14 Sep 59 - 12 Feb 60
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Italian

Basic (Pt)	RSW	3 phases 10 wks ea	Ph I	5 Oct 59 - 18 Dec 59
Intermediate (Pt)	RSW	10 wks		5 Oct 59 - 18 Dec 59

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LanguageJapanese

Basic (Ft)	RSW	40 wks		5 Oct 59 - 12 Aug 60
Basic (Pt)	RSW	3 phases 20 wks ea	Ph I	12 Oct 59 - 11 Mar 60

Korean

Basic (Ft)	RSW	40 wks		12 Oct 59 - 19 Aug 60
Basic (Ft)	R	40 wks		5 Oct 59 - 12 Aug 60
Basic (Pt)	RSW	3 phases 20 wks ea	Ph I	12 Oct 59 - 11 Mar 60

Persian

Basic (Ft)	RSW	26 wks		12 Oct 59 - 29 Apr 60
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Polish

Basic (Pt)	R	2 phases 15 wks ea	Ph II	28 Sep 59 - 22 Jan 60
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Romanian

Basic (Ft)	RSW	20 wks		28 Sep 59 - 26 Feb 60
Intermediate (Ft)	RSW	10 wks		5 Oct 59 - 11 Dec 59
Basic (Pt)	RSW	3 phases 10 wks ea	Ph I	14 Sep 59 - 20 Nov 59
Intermediate (Pt)	RSW	10 wks		14 Sep 59 - 20 Nov 59

Russian

Basic (Ft)	RSW	40 wks		28 Sep 59 - 29 Jul 60
Intermediate (Ft)	RSW	13 wks		12 Oct 59 - 22 Jan 60
Familiarization (Pt)		12 wks		28 Sep 59 - 18 Dec 59

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LanguageRussian (contd)

Basic (Pt)	RSW	3 phases	Ph II	28 Sep 59 - 26 Feb 60
		20 wks ea	Ph III	28 Sep 59 - 26 Feb 60
Intermediate (Pt)	RSW	3 phases	Ph I	28 Sep 59 - 22 Jan 60
		15 wks ea		
Advanced (Pt)	RSW	2 phases	Ph II	28 Sep 59 - 22 Jan 60
		15 wks ea		
USSR Integrated (Pt)	RSW	2 phases	Ph I	28 Sep 59 - 22 Jan 60
		15 wks ea		
Inter. Seminar (Pt)	RS	32 wks		28 Sep 59 - 20 May 60
Adv. Seminar (Pt)	RS	32 wks		28 Sep 59 - 20 May 60
Basic (Pt)	R	2 phases	Ph I	28 Sep 59 - 22 Jan 60
		15 wks ea	Ph II	28 Sep 59 - 22 Jan 60
Intermediate (Pt)	R	2 phases	Ph I	28 Sep 59 - 22 Jan 60
		15 wks ea	Ph II	28 Sep 59 - 22 Jan 60
Inter. Sci.&Tech (Pt)	R	2 phases	Ph I	28 Sep 59 - 22 Jan 60
		15 wks ea	Ph II	28 Sep 59 - 22 Jan 60
Inter.Econ & Pol (Pt)	R	2 phases	Ph I	28 Sep 59 - 22 Jan 60
		15 wks ea	Ph II	28 Sep 59 - 22 Jan 60
Workshop (Pt)	R	32 wks		28 Sep 59 - 20 May 60
Basic Special (Pt)	R	42 wks		28 Sep 59 - 29 Jul 60

Serbo-Croatian

Basic (Pt)	R	2 phases	Ph I	28 Sep 59 - 22 Jan 60
		15 wks ea		

Spanish

Basic (Pt)	RSW	20 wks		21 Sep 59 - 19 Feb 60
Basic (Pt)	RSW	3 phases	Ph I	28 Sep 59 - 11 Dec 59
		10 wks ea		
Intermediate (Pt)	RSW	10 wks		28 Sep 59 - 11 Dec 59

Turkish

Basic (Pt)	RSW	3 phases	Ph II	20 Jul 59 - 18 Dec 59
		20 wks ea	Ph III	14 Sep 59 - 12 Feb 60

Uzbek

Workshop (Pt)	R	10 wks		14 Sep 59 - 20 Nov 59
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Area

Country Studies (Pt)

[Redacted]

5 Oct 59 - 11 Dec 59

25X1

Regional Studies (Pt)

Balkan States

11 Jan 60 - 18 Mar 60

Middle East

5 Jan 60 - 10 Mar 60

Moscow-Peking Axis

11 Jan 60 - 19 Feb 60

Americans Abroad Orientations (Pt)

[Redacted]

14 Sep 59 - 18 Sep 59  
11 Jan 60 - 15 Jan 60

Dependents unable to attend  
weekly courses may attend on  
two successive Saturdays

19 and 26 Sep 59  
16 and 23 Jan 60

Latin America

Western Europe

19 Sep, 26 Sep 59  
16 Jan, 23 Jan 60

These are two-day briefings on major posts  
within the area. Briefings on minor posts  
are included in the first day's schedule only.

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25X1A

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Area

Americans Abroad Orientations (Pt) contd

Africa South of the Sahara

12 Oct 59 - 16 Oct 59

Middle East

28 Sep 59 - 2 Oct 59

25X1A



10, 12, and 17 Nov 59

Senior Area Seminars - Intelligence Problems (Pt)

Africa-Asia - The Uncommitted Area

Dec 59 (dates indefinite)

Free Europe

Nov 59 (dates indefinite)

Special Lecture Series

Africa South of the Sahara

10 Jul 59 - 14 Aug 59

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