

# Memorandum

TO : Registrar/TR

DATE: 2 March 1964

FROM : C/AIB/RS/TR

SUBJECT: Weekly Activities Report No. 8  
24 - 28 February 1964

## I. SIGNIFICANT ITEMS

None

## II. OTHERS

A. The invitation over the DTR's signature to the Senior Training Officers to nominate people for the third Midcareer course, 13 April to 22 May, did not include a notation to nominate alternates. C/MSOC agreed to the recommendation that C/AIB call the Senior Training Officers to remind them to list alternates. The memorandum also contained a note that a Special Bulletin would carry registration procedures. At the time of the phone call on alternates, I reviewed with the STO's the post-nomination procedures of sending in Forms 73 to this office. I don't think then a Special Bulletin is necessary; will discuss with C/MSOC.

B. The Administrative and Security briefing for the two Operations courses beginning 9 March took place as scheduled on Thursday, 27 February. All non-JOT's were notified of the briefing in writing and Training Officers were reminded personally that their people needed to attend the briefing. Only three applicants were not there--and for legitimate reasons. Their briefing is scheduled for 2 P.M. on Thursday, 5 March. All information, including rosters and pictures necessary to organize the Operations Familiarization course was turned over to [REDACTED] Chief Instructor, on Thursday the 27th, with the understanding that he will be notified directly by this office of any cancellations or new candidates. Similar information was given to [REDACTED] CI of Operations Course, with the same understanding about changes.

C. Information on external programs for [REDACTED] use in planning the agenda for the Training Selection Board meeting on

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5 March has been collected. What is essential to his preparations has been turned over to [REDACTED] Supplementary data for his personal use at the meeting will be available by Tuesday, 2 March.

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D. [REDACTED] CS Personnel Office, wanted training information on about 100 of his people. Because of AIB's full occupation fulfilling other assignments, Charlie was most willing to send [REDACTED] from his office to search the Agency Training Record. [REDACTED] on special cases in which the names did not appear in the ATR.

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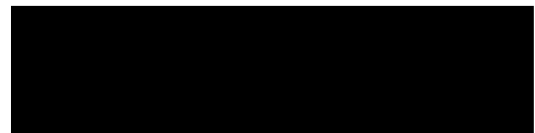
E. Before [REDACTED] C/SIC, wrote the memorandum of request for cancellation of the March CPO&O, he called to ask the status of registration. There were four applicants. In checking with Training Officers it was revealed that three of the four needed the course and Jack set up a tutorial program for them which runs 16-27 March.

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F. The Senior Management Seminar is scheduled 10-15 May. According to [REDACTED] of the MT Faculty, AIB's support to the program will be along the same lines as previous ones.

G. Weekly Attendance. 24-28 February -- 396 persons attended 68 internal OTR courses or programs.

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Attachment

OTR Personnel: Request for Training Received in February 1964