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# Memorandum

TO : Director of Training

DATE: 15 June 1965

FROM : Chief, Intelligence School

SUBJECT: Weekly Activities Report No. 14  
8 - 14 June 1965

25X1A

1. On 7 June Chief IS met with Chief PPS and [ ] of NPIC to discuss the requested unclassified training program for NPIC. A plan for the Intelligence School to provide a part-time program was agreed upon. That plan is outlined in the current Weekly Activities Report of the Intelligence Production Faculty. [ ] is acting as coordinator for the Intelligence School.

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2. On 8 June Chief IS called [ ] TLO for [ ] and told him that [ ] requirement for a second running of the Intelligence Briefing Course for [ ] could be met after 1 September 1965.

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3. On 9 June DDTR asked Chief IS about the Management Training Faculty's cognizance of the PERT program. [ ] will brief DDTR on the program as soon as possible after his return from New York on 15 June.

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4. On 10 June Chief IS called [ ] TLO for the Office of Security and told him that the Office of Security's requirement for a special Writing Workshop Course will be met after 1 September 1965.

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5. On 10 June Chief IS discussed with [ ] the office space problem posed by the expansion of the Orientation and Briefing Faculty and the Intelligence Production Faculty. (The subsequently proposed relocation of the Management Training Faculty would solve this problem satisfactorily.)

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6. On 10 June Mrs. Latham of the FSI faculty called Chief IS and asked about including in an FSI Handbook for wives a statement concerning the Agency's overseas responsibilities. Chief IS has discussed this query with [ ] who will provide Mrs. Latham with the answer.

DOCUMENT NO.

NO CHANGE IN CLASS. ☐

☐ DECLASSIFIED

CLASS. CHANGED TO: TS S C

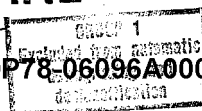
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DATE: 26-1-81 REVIEWER: 086199

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7. On 11 June [ ] called Chief IS and inquired about OTR's possible interest in [ ] an ORR

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analyst. Both Chief IS and [ ] have talked with [ ] and he appears to meet all of our requirements for assignment to the Intelligence Production Faculty. Chief IS told

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[ ] that we would be glad to see [ ] file,

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but that if we were to accept him he would have to come on rotational assignment. [ ] said that this would

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be difficult but if we [ ] something might be worked out. [ ] file is being sent to us.

8. As indicated in the current Weekly Activities Report of the Orientation and Briefing Faculty, staff work on the requested program of briefings for NSA is awaiting the decision of the Executive Director-Comptroller concerning the starting date and the availability of senior Agency officials. We are hoping to get a decision today, 15 June.

9. The reorganization of the functions of the Orientation and Briefing Officer has, in effect, been completed. The Intelligence Orientation Faculty, which will become the Orientation and Briefing Faculty, has absorbed these functions, and the briefing assignments are being carried out under the supervision of [ ] as directed by Chief IS. [ ] is acting as coordinating officer. Before 30 June Chief IS will submit for DTR's approval a specific recommendation of the organization and the operational plan.

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Attachment: Reports

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UNITED STATES GOVERNMENT

# Memorandum

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TO : Chief, Intelligence School

DATE: 14 June 1965

FROM : Chief, Orientation Faculty

SUBJECT: Weekly Activities Report No. 14  
7 - 11 June 1965

## 1. N.S.A. Briefings

No final commitment has yet been made on the starting date for the series of five N.S.A. briefings. We have been in touch with the Ex. Dir./Comptroller's Office regarding the possibility of Mr. Kirkpatrick presenting the first of these briefings on Wednesday, 23 June. However, because of the apparent desire of the new DCI to have all his senior people present at his staff meeting we are not certain that the 0930-1200 schedule originally proposed by N.S.A. will be feasible. As soon as a final decision is made as to appropriate starting date and times, we will proceed to line up other speakers.

## 2. Introduction to Intelligence #78

This course begins today with an initial attendance of 15 students. Several from RID are enrolled and are expected to report to class on Tuesday or Wednesday. Represented are offices of the DDS&T, 3 components of DDP, and 4 of DDS. Only one student from DDI (ORR) is enrolled in this course.

## 3. Special Lectures and Briefings

a. On 10 June, [ ] briefed six naval officers, one marine officer and one senior civilian assigned to N.S.A. on the mission of CIA in the intelligence community. The group was most enthusiastic about the briefing, and several expressed the opinion that N.S.A. should arrange these briefings earlier in their tour. All had been with N.S.A. a year or more. The briefing was held in the headquarters building.

b. [ ] presented a lecture on the Agency's overseas responsibilities to a group of about 75 FSR's and clerical personnel in the New State Building on 10 June. These were for the most part people going overseas for the first time. I think there is an important educational task to be performed here.

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*There are several developments since this was written. We have requested Bang! to give me a [ ] called "flash"*

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c. On 11 June, [ ] briefed the current group of about 25 AID officers on the Agency's intelligence mission. [ ] has informed us that this AID Orientation Course will be moving from the Civil Service Commission Building to a location with new and larger training facilities in July.

4. NPIC Briefing

At the request of NPIC, we are developing a one-day unclassified briefing program for a group of uncleared employees, similar to that presented in 1963. We understand that this may be a recurring request during the summer months. The first program will be held next Monday, 21 June.

Subjects covered will include the History of American Intelligence, NSC-USIB relationships and the role of CIA.

5. Personnel Developments

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a. We are most happy to have [ ] back with the Office of Training, and are particularly pleased that he will be working with this staff. With Paul's background and experience, he will be able to provide invaluable assistance to our training responsibilities.

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[ ]

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[ ]

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# Memorandum

TO : Chief/Intelligence School

DATE: 14 June 1965

FROM : Acting Chief/Management Training Faculty

SUBJECT: Weekly Activities Report #14  
7-11 June 1965

## MANAGEMENT #90

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W This one-week live-in course at [ ] for the GS 11-14 level was completed on Friday afternoon, 11 June 1965. We lost one of our 20 students on Tuesday due to an emergency at home. The group, which included two PHD's, five Master's, and ten Bachelor's, was an extremely interesting one with which to work and considerable enthusiasm was generated. Three of the students are upcoming Midcareerists; one attended the second Midcareer Course.

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We were pleased to have [ ] of the Operations School spend Wednesday with us.

## SUPERVISION #88

In view of limited registrations (8) for this course scheduled for the week of 21-25 June at 1000 Glebe, we have requested approval for cancellation.

## LDA

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[Redacted]

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[Redacted]

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UNITED STATES GOVERNMENT

# Memorandum

TO : Chief, Intelligence School

DATE: 14 June 1965

FROM : Chief, Intelligence Production Faculty

SUBJECT: Weekly Activities Report No. 14  
7 June - 11 June 1965

1. We have worked out an unclassified training program for NPIC which is to run from 21 June through 1 October. The program, which has been coordinated with the IOF and SIC, is as follows:

21 June	Orientation by IOF
22 June	Testing by A&E Staff
23 June-8 July	Effective Writing
9 July-13 July	Automatic Data Processing, by DD/S&T, OCS
14 July-5 Aug.	International Communism
6 Aug.-13 Aug.	Research Techniques
16 Aug.-16 Sept.	Geography of the USSR
17 Sept.-1 Oct.	Effective Writing

Except for the first two days the training will be given in the morning. NPIC will provide training during the afternoon. NPIC hopes to include Effective Briefing by [redacted] will consult with NPIC on giving his regularly scheduled Map and Photo Interpretation Course on an unclassified basis in the afternoons from 13 September to 15 October.

2. NPIC was visited by the CT's in the Intelligence Production Course on June 9th. After receiving a general over-all briefing on NPIC, the students received a two-hour briefing and tour of the Photographic Intelligence Division. This is the component which provides the photographic interpretation support for CIA departmental requirements. Part of the two-hour presentation was a completely automated briefing with a wide variety of visual aids. After lunch, the CT's toured the Technical Intelligence Division, the Collateral Support Division, and the photo laboratory. The visit to NPIC was a full day of activity and even so not all of the Center can be seen in just one day. The students were impressed with the capabilities of NPIC and the amazing success of our reconnaissance activities. The

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capability, quality, and volume of our reconnaissance systems continues to improve and this can only result in a continued expansion of NPIC.

3. The expansion of our activities to include 52 days of unclassified training for NPIC imposes a burden on the instructors involved in CT Training. The only way three major courses can be run at the same time, - i.e., courses that involve several instructors each, such as the Intelligence Techniques Course, the Intelligence Production Course, and the NPIC Unclassified Course, - is to have some instructors participating in several courses at different times on the same day. This is not the best way to keep the quality of the instructors' work at its highest.

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14 June 1965

MEMORANDUM FOR: Chief, Intelligence School

SUBJECT: Weekly Activities Report #14  
7 June - 11 June 1965

BRIEFINGS OF CIA PERSONNEL

1. CIA Introduction: On 7 June, [ ] 25X1A gave this briefing for 58 new employees.

2. CIA Review: On 8 June, [ ] 25X1A gave this briefing for only eight people.

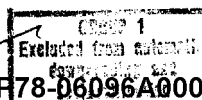
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Orientation & Briefing

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# Memorandum

TO : Chief, Intelligence School

DATE: 11 June 1965

FROM : Chief, Clerical Training

SUBJECT: Weekly Activities Report, No. 14  
7 - 11 June 1965

1. Number in Clerical Induction Training: During the week of 31 May - 4 June 1965, there were 12 trainees in Clerical Induction Training; of these 6 entered classes for the first time.

2. Number in Clerical Orientation Training: During the week of 31 May - 4 June 1965, there were no trainees in Clerical Orientation Training.

3. Results of Official Agency Testing Administered in Clerical Induction: Results of the tests administered to the entrance-on-duty employees for the week of 31 May - 4 June 1965 were as follows:

	<u>Tested</u>	<u>Passed</u>
Typewriting	8	2
Shorthand	3	3

4. Results of Official Agency Testing Administered to Applicants: The results of the tests administered to the clerical applicants for the week of 31 May - 4 June 1965 were as follows:

	<u>Tested</u>	<u>Passed</u>
SET	22	
Typewriting	14	1
Shorthand	2	1
Card Punch Operator		
Aptitude Test	0	

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Weekly Activities Report, No. 14  
7 - 11 June 1965

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5. Personnel Notes:

a. [redacted] became the bride of [redacted] 25X1A  
on 5 June 1965. 25X1A

b. [redacted] of this Faculty is enjoying a  
one-month tour in Europe. 25X1A

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[redacted]

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