

UNITED STATES GOVERNMENT

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# Memorandum

TO : Director of Training

DATE: 15 February 1965

FROM : Registrar, TR

SUBJECT: Weekly Activities Report No. 4  
1 - 12 February 1965

## I. SIGNIFICANT ITEMS

None

## II. OTHERS

A. The Spring semester of the off-campus courses conducted by George Washington University and American University for Agency employees began 8 February with a total [redacted] enrolled in 12 classes. Some students are taking more than one class, making [redacted] registrations in all. This enrollment is slightly higher than that for the Fall 1964 semester. For the first time, no classes had to be canceled because of insufficient enrollment.

For the two AU courses in Economics, all 24 students are from DDI and are being sponsored; [redacted]

For GWU classes, there are [redacted]

[redacted] Three-fourths of the students are not being sponsored by the Agency. Thus, the GWU program still retains its character as a program of "self-improvement" and with an encouraging increase in participation from DDP offices. The All-Employee announcement undoubtedly contributed to the increase.

One mathematics class is being given [redacted] The other classes meet in the Headquarters building. Arrangements for classrooms, hours of instruction, and meeting dates have been completed.

B. The "Open Period" for converting insurance coverage had no appreciable effect on personnel of the Registrar Staff. Two employees are covered by insurance policies of husbands employed elsewhere. All others had earlier elected the "high" option under Agency auspices. ETB performed its usual role when the announcement first appeared - copies were modified and trainees outside the area were informed of the opportunity to change. [redacted]

25 YEAR RE-REVIEW

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~~SECRET~~

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

Weekly Activities Report No. 4 (Cont'd)

C. The DDS Regulations Control Staff has disseminated three regulations in the Training series for formal coordination. They are: [redacted] (new), Midcareer Training Program; [redacted] (new), Training Selection Board; [redacted] (revised), Training at Non-CIA Facilities Under the Government Employees Training Act. We are examining these drafts carefully to insure that enunciation of policy and delineation of responsibilities are clear and concise. One significant provision still requires modification, namely the sub-paragraph which states that the DTR will "Budget and provide funds necessary to meet the cost of training at non-CIA facilities, with the exception of salaries." We will look to [redacted] to set the regulation straight with regard to this point and also on the paragraph which pertains to ascertaining of annual estimates of Agency external training requirements.

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D. The Brookings Institution has announced that it will conduct a second conference on "Executive Leadership in Democratic Government" for Chiefs and Deputy Chiefs of offices engaged in investigations, intelligence, and security for agencies of the Federal Government. We have nominated [redacted] to represent the Agency at this conference which will be held at Virginia Beach, Virginia, 25 April through 30 April 1965.

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E. As directed by DTR, we submitted to PPS on 8 February 1965 a proposed current statement of the Registrar Staff's Mission and Functions. This material was prepared for inclusion in the planned revision of OTR Regulation [redacted] Mission and Functions of the Office of Training.

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F. [redacted] were given individual briefings on the organization and functions of the Office of Training. [redacted] is joining [redacted] Training Faculty and [redacted] is assigned [redacted]

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G. A memorandum has been circulated to AIB and ETB announcing that [redacted] is Acting Registrar until further notice. In the 8-year period since our group was established there have been 56 different persons assigned to the Registrar Staff, 12 summer employees, 6 others from OTR detailed for duty for one- to three-month periods and approximately 30 JOT's given interim duties of varying duration. Of the 18 staff employees who helped in the organization during 1957 only [redacted] now remain. But from the "oldest" to the newest employee remaining on duty my successor is fortunate in getting a group fully dedicated to diligent performance of duty and loyalty to OTR.

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Attachment:

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SECRET

UNITED STATES GOVERNMENT

# Memorandum

TO : Acting Registrar/TR

DATE: 15 February 1965

FROM : Chief, External Training Branch, RS/TR

SUBJECT: Bi-Weekly Activities Report No. 4  
1 February - 12 February 1965

1. There is an increasing tendency in the Office of Communications to request group training instead of individual external requirements. During the month of February we will send 12 OC employees to the DEVPLAN Operator Training Course (Army sponsorship) given at Winchester, Virginia; ten students to the Digitech 1200 B Maintenance Course (Digitech, Inc., Beaverton, Oregon) given [redacted] and seven employees to the DAC-V Distortion Analyzer Maintenance Course at the Stelma Corp., Stamford, Connecticut.

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*ETB has done lots of this for on this one*

A similar group requirement was arranged for the O/DDS. There are 20 students in AMETA's Automatic Data Processing for the Systems Analyst being held in Arlington Towers.

2. [redacted] (presently on a three-week TDY in the Far East) has been transferred to [redacted]. His replacement as the Agency's Fort Bragg representative is [redacted] WPS. Prior to his TDY, [redacted] called and requested guidance on enrolling students in airborne courses at the Army Quartermaster School, Fort Lee. [redacted] anticipates sending employees to Fort Lee.

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3. On Wednesday, 10 February, Dr. Frith from the Foreign Service Institute brought a memorandum to us requesting the withdrawal of [redacted] from [redacted] language training. The request is based on [redacted] tardiness, and attitude toward FSI rules. This was a follow up to an earlier verbal complaint. The memorandum has been forwarded to the Senior Training Officer, DDP.

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4.  OCI, received an administrative briefing on 11 February prior to attending the FSI's Foreign Affairs Program Management Seminar.

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