

UNITED STATES GOVERNMENT

Memorandum

TO : Acting Registrar/TR

DATE: 15 February 1965

FROM : C/AIB/RS/TR

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

I. SIGNIFICANT ITEMS

None

II. OTHERS

STAT A. AIB has kept a close touch with the office of the OTR Briefing Officer on the matter of Orientation for Overseas. [redacted] asked us to close registration a week in advance of an orientation and to provide him with certain pieces of information about the candidates, especially their destination overseas. He also wants to be informed of any items that may support the orientation being given twice a month. For the time being it will be given according to the published schedule, that is the first Tuesday and Wednesday of the month.

STAT [redacted] C/IS/OTR, will have certifications of attendance submitted on employees and their dependents who took the Orientation for Overseas, 2 and 3 February. Such official reporting will be regularly done hereafter.

STAT B. The PM course began on 8 February with 21 candidates. AIB is in the process of handling the headquarters details for the [redacted] portion of the training. C/PMT/ISO is being kept informed.

STAT C. The CI Familiarization course which begins on 1 March is over-subscribed. The Chief Instructor, [redacted] will assist AIB in making the final selection of students for the class so as to bring enrollment down to the fifteen, maximum. The remainder will be re-registered for the next running.

25 YEAR RE-REVIEW

SUBJECT: Biweekly Activities Report No. 4 (cont.)

D. The Information Reports Familiarization course for the week of 8 February had an excess enrollment and from those registered a second class for the week of 15 February was organized by AIB.

STATINTL

E. [redacted] Chief Instructor of the Anti-Communist Organization and Operations course, has discussed his plans for the April running, particularly plans for informing Agency employees of the special presentations in the course which non-students may attend.

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F. Names of the 22 DDS careerists who completed the National Interdepartmental Seminar were telephoned to [redacted] DDS. (This was in response to his verbal request.) The GS grade of each and the dates he took the course were included in the information.

STATINTL

G. The January-February OTR Bulletin was distributed in the Agency on 10 February. Special Bulletin 4-65 asking for tutors in certain languages was published on 12 February.

H. [redacted] is reviewing training of ST designees with the respective Chiefs of Schools and Staffs. This is a procedure to insure periodic notification of supervisors of dates of those courses for which their employees have TCB approval to take.

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[redacted]

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J. The telephonic request from [redacted] employee at NSA, for release of the OTR Bulletin for review by [redacted] who directs training at NSA was referred to C/PPS. The Bulletin is apparently in the custody of two liaison members at NSA and could be made available [redacted] DC/PPS asked [redacted] XO/DDS&T, to look into recalling the Bulletins and to discontinuing their being sent to [redacted] and her supervisor [redacted]

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SUBJECT: Biweekly Activities Report No. 4 (cont.)

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III. PERSONNEL

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[redacted] completed the Introduction to Intelligence course given from 25 January to 5 February.

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[redacted] will be attending the course, Automatic Data Processing for Systems Analysts, from 15 to 26 February. The course is being given by a contract-instructor from [redacted] at Arlington Towers (LTS/OTR classroom) for approximately 22 Agency employees.

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for [redacted]

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