

UNITED STATES GOVERNMENT

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CONFIDENTIAL

Memorandum

TO : Director of Training

DATE: 18 January 1965

FROM : Registrar, TR

25 YEAR RE-REVIEW

SUBJECT: Weekly Activities Report No. 2
4 - 15 January 1965

25X1

I. SIGNIFICANT ITEMS

None

II. OTHERS



A. The Administrative Management Society has released some data on the policy toward educational assistance of 448 member firms. Among the participant firms, 410, or 92 percent, provide educational assistance to office employees. To qualify for assistance, 214 firms require that the course of study chosen must be "directly and closely related" to the employee's job, 168 firms settle for "indirectly or moderately related," while the remainder considers that a course "need not have any job relationship" to warrant sponsorship.

Practically all firms pay at least half of tuition costs for "voluntary" courses and 44% pay all tuition costs. About half pay for the books, too. When the student is required to take a specific course almost all firms pay total costs.

Other responses to queries on controls about "satisfactory completion," "company approval of school and quality of the course," and "grade required" clearly indicate that we monitor extra-hour courses more closely in the Registrar Staff than do the firms reporting.

B. The special stenotype training program, which was set up about four months ago for the Office of Computer Services and the Office of Central Reference, is progressing quite satisfactorily. The Offices concerned still have high hopes that adequately-trained stenotypists will be available when the IBM equipment basic to the Automatic Language Processing System is installed some eight to ten months in the future.

With regard to the stenotype training effort, the students have virtually completed the theory phase and from now on the objective will be primarily a matter of building speed through practice. The instructor, Mr. William Rineer, is considered extremely competent. He is dropping his connection with the Stenotype Institute of Washington and the officials directly in charge of developing the Automatic Language Processing System are strongly of the opinion

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Weekly Activities Report No. 2 (Cont'd)

25X1 that Mr. Rineer should be retained as instructor for this project. On the basis of relevant facts thus far obtained, it would appear that the instructional arrangement proposed would be quite economical for the Agency. [redacted] will look further into the situation and recommend whatever seems to be the most suitable solution.

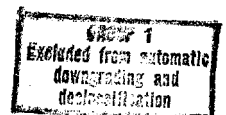
25X1 C. We were pleased to receive evidence that OTR's proposed revision [redacted] "Entrance-on-Duty Training" is proceeding toward acceptance and issuance. [redacted] have been 25X1 handling the negotiations and coordination on this regulation. Straight concurrences were given by most coordinating elements and points raised by certain components which delayed issuance have been successfully resolved.

25X1 D. All personnel of the Registrar Staff have certified that, as required by existing Headquarters regulations, they have read [redacted] [redacted] dated 7 October 1963, Subject: "Employee Conduct." Also, I 25X1 wish to report that all persons with supervisory responsibilities in the Registrar Staff have read [redacted] "Supervisory Responsibilities 25X1 in Maintaining Personal Security," dated 29 October 1964 and [redacted] "Responsibilities of Supervisors," 1 December 1964 and Attachment 1 thereto which is a summary of regulatory issuances of particular concern to supervisors.

E. In compliance with the intent of [redacted] "Weather 25X1 Emergencies," dated 30 November 1964, the Registrar Staff has designated eight persons to report to their normal posts whenever Federal Employees in general are excused from duty because of hazardous weather conditions.

25X1 F. At the request of Walter J. Garrow, of Rensselaer Polytechnic Institute, I have set up a meeting for Thursday, 21 January, [redacted] and representatives of the Procurement Division to consider an RPI program given locally on General Procurement Management. In cooperation with Harbridge House, RPI now presents offerings for DOD (including the Defense Supply Agency) and for National Aeronautics and Space Administration personnel in the D. C. area. The RPI proposal seems sufficiently flexible for our needs since they can give a program on a daytime, evening or distributed training basis. We may be able to develop a tailored course for contracting and technical personnel within the Agency at less cost-per-man than heretofore.

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Weekly Activities Report No. 2 (Cont'd)

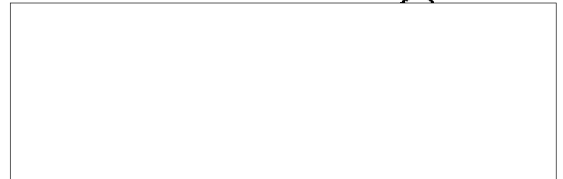
25X1 G. Copies of the Hopkins memo on Nominations for Senior Officer Schools in 1966 were made available to all School and Staff Chiefs, [redacted] I have also asked the Personnel Officer to consider [redacted] employees detailed elsewhere. Besides RS, negative replies have been received from SS and OS to date.



25X1

I. I've never seen any estimates of per-man costs on our internal training, but it may be to OTR's interest to compare the amount invested by us in training a JOT with that reported by the Sales Manager of the Port Huron Paper Company to train each new salesman. The paper company spent \$11,000 per trainee in 1964; back in 1959, it was \$7,500 for each paper salesman hired.

25X1



Attachment:

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UNITED STATES GOVERNMENT

Memorandum

TO : Registrar/TR

DATE: 18 January 1965

FROM : Chief, External Training Branch, RS/TR

SUBJECT: Bi-Weekly Activities Report No. 2
4 January - 15 January 1965

25X1

1. On 13 January [redacted]

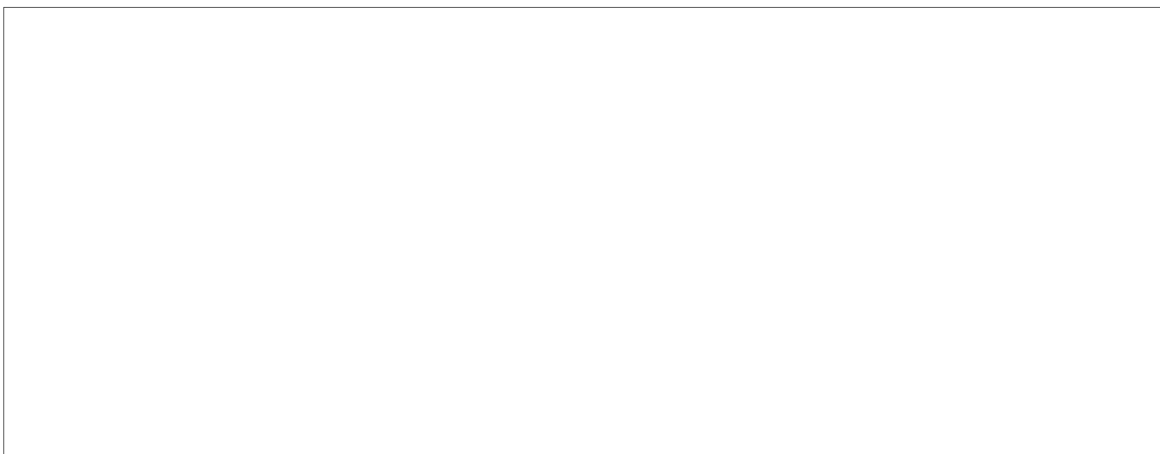
25X1

[redacted] (Armed Forces Staff College students) received an administrative briefing. [redacted] OS, commented that he was looking forward to a stimulating although busy assignment, and said, "It will be wonderful to get away from the complexities of the office." At this point [redacted] OSI, looked surprised and said, "Gee! Things aren't ever complex in our office, but then I guess it is different with us -- I just do my job --- I know more about Soviet computers than anyone in the West. "

2. Attached is a copy of the new FSI enrollment form. FSI begins an automated registration/statistics/financial accounting system today. Last Thursday [redacted] CCS, and I met with the admissions officer, computer officer and budget officer of FSI to determine the manner in which Agency employees will be registered on the new form. The gentlemen had not thought of us while programming the system. Therefore, they did not have the answers and were at a disadvantage during the conversation.

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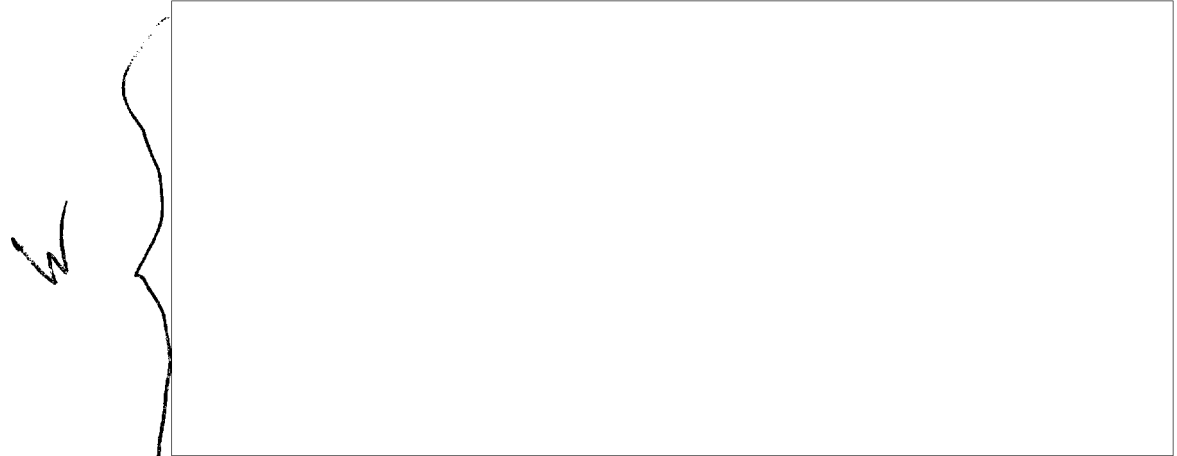
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SUBJECT: Bi-Weekly Activities Report No. 2
4 January - 15 January 1965

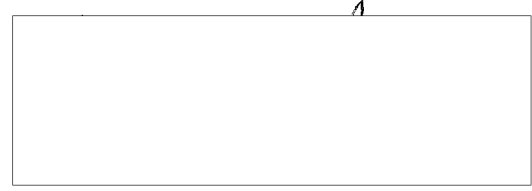
25X1



25X1
25X11

One of the requests is for [redacted]
[redacted] GS-8, born [redacted] an IO in the Analysis Division,
ORR. She has requested approval to take Econ 208 at
George Washington University. The course, "The National
Income" will cover the theory of economic aggregates,
measurement and policy aspects of national income. The
objective for taking this training is, "As I am responsible
for aggregate analysis of the economy of North Vietnam,
graduate level study of measurement and policy aspects
of national income will provide me with a theoretical back-
ground, which should be valuable for determining means
of estimating economic aggregates in North Vietnam and
assessing the adequacy of official statistics."

25X1



Attachment

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FORM 7-64 DS-755

DEPARTMENT OF STATE
FOREIGN SERVICE INSTITUTE

Approved For Release 2009/08/26 : CIA-RDP78-06096A000200020019-8

NAME OF STUDENT		AGENCY	GRADE	EMPLOYEE NO. (State only)	SOCIAL SECURITY NO. (State only) (Last 4 digits only)		
COURSE CODE	COURSE NAME	BEGINNING DATE	HOURS OF TRAINING SCHEDULED	DATE TERMINATED	INITIALS	TEST OR COURSE RESULT	
POST OF ASSIGNMENT		FSI USE ONLY		SECURITY CLEARANCE	COST OF COURSE		
PRESENT		STUDENT STATUS CODE _____					
PROPOSED		JOB _____					
		SOLD SECTION _____					
REMARKS			BILLING ADDRESS				
			SIGNATURE (Training Officer)			PHONE	
			SIGNATURE (Authorized Certifying Officer)			DATE	
			FSI/NIS ONLY				
SUBCOMMITTEE APPROVAL							
INITIAL	DATE						

Approved For Release 2009/08/26 : CIA-RDP78-06096A000200020019-8

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UNITED STATES GOVERNMENT

Memorandum

TO : Registrar/TR

DATE: 18 January 1965

FROM : C/AIB/RS/TR

SUBJECT: Biweekly Activities Report No. 2
4 - 15 January 1965

I. SIGNIFICANT ITEMS

None

II. OTHERS

A. The Briefing Techniques Course for Agency executives scheduled to begin 25 January has nine candidates: 3 each from the DDS, DDI, and the DDP. [redacted] is to discuss 25X1 the DDS&T participation with Mr. Kirkpatrick. One of the two DDS&T executive-nominees, Karl Duckett, is scheduled for the Executive Seminar Managerial Grid from 7-12 February. Jack is the assigned alternate. He too, is to go to the Management program. The other man, Donald Chamberlain, Jack believes does 25X1 not need a briefing course because of his known skill in the technique. C/IS is being kept informed. According to [redacted] she will not require any follow-up to the original paper she sent to the DTR; whatever C/AIB arranges in the way of a list of students is all right with her office.

B. Report A of the Agency Training Record which is the alphabetical-by Agency employee, cumulative record as of 31 December 1964 was received from OCS on Wednesday, 13 January. In addition AIB received 2 special reports that were requested: one on GS-15's and above and one on GS-13 DDP Careerists. The first was for [redacted] (OS/TR); the 25X1 second was for the DDP/TRO. A copy of the first has also been made available [redacted] 25X1

C. Two Special Bulletins were published during this reporting period. 2-65 was on the February Chiefs of Station Seminar; the text approved by C/HT; 3-65 was on the discontinuance of Americans Abroad Orientations; C/PPS gave approval.

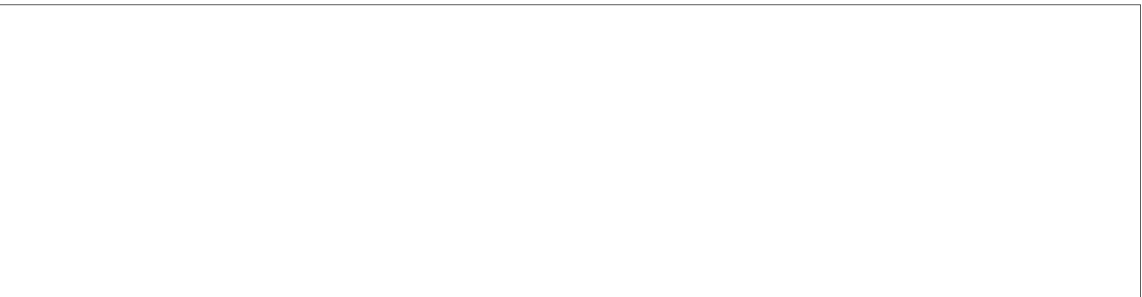
SUBJECT: Biweekly Activities Report No. 2 (cont.)

25X1 D. [] was given an up-dated report of the Agency's participation in the National Interdepartmental Seminar. The report shows the numbers by grade and by career designation.

25X1 Biographic information on the eight candidates for the 25 January - 19 February National Interdepartmental Seminar was prepared for the information of DTR and for Paul [] All candidates were notified of the 2 P.M., Thursday, 21 January briefing for the course.

25X1 [] STO/DDS, has been given the 25X1 names of two DDS candidates for the April National Interdepartmental Seminar. One is [] the other is [] 25X1 [] who was originally scheduled for the September program. C/AIB has both biographic profiles.

25X1 E. C/AIB is working with [] on the 25X1 matter of confirming dates for the [] phase (c. March 65) of the PM course. This ties in with [] 25X1 [] request to C/AIB for some specifics to put in his memo to the Pentagon in which the Agency will inform the military of its interest in participating in this element of training. Bob [] 25X1 [] knows of what is being done. At this time there is cable 25X1 traffic involving specific dates for the program.



G. [] C/OS, has been provided infor- 25X1 mation on training completed through the Operations School for CY '63. He had been given the CY '64 report earlier.

H. The Off-Campus courses given in Rooms 1A-07 and 1A-13 are not being held during the two weeks (11 thru 22 Jan) the JOTs are occupying them for Introduction to Intelligence and for Introduction to the Clandestine Services. Both Chief Instructors were informed.

SUBJECT: Biweekly Activities Report No. 2 (cont.)

I. Within this reporting period we have had three requests for an overseas version of the current OTR Catalog. Each requestor was referred to TAS/OS.

25X1 J. Twenty-three members of OTR and Messrs. [redacted] from the DDI participated in the demonstration of programmed instruction on listening on Friday, 8 January. [redacted] and three others had to withdraw before the end of the program. In the report Charles Foltz, the guest-demonstrator, will send to the DTR, success will be reflected in terms of the 21 whose names appear on the attached sheet. Participants were identified by number only to Mr. Foltz.

25X1

K. [redacted] of the Employees Activities Branch is sending C/AIB the literature on the telephone company's tape-recording system. 25X1

25X1 L. In response to a WE request from the field, [redacted] sent information on scholarships, loans, etc. to the WE/[redacted] and at the suggestion [redacted] she included a note of availability of applications for assistance through EAF. Meanwhile, Nancy searched a similar request for FE which required her going to HEW and the DC Public Library. 25X1

M. AIB is initiating a new way of reporting weekly attendance at OTR's internally conducted courses or programs. Attendance is being shown according to a category, not according to a School, as has been the case for about two years. For the present the report covers internal OTR; it is agreed to "wait and see" how the new idea fares before extending it to external training. In addition to the R/TR and the DR/TR, the innovation was discussed with C/PPS and the DC/PPS.

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