

5010-104

UNITED STATES GOVERNMENT

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Memorandum

CONFIDENTIAL

TO : Director of Training

DATE: 4 June 1965

FROM : Registrar, TR

SUBJECT: Weekly Activities Report No. 13
31 May - 4 June 1965

25 YEAR RE-REVIEW

I. SIGNIFICANT ITEMS

None

II. OTHERS

W
A. [redacted], OCI, is slated to begin his Federal Executive Fellowship with the Brookings Institution on 1 July 1965. We are still awaiting, however, a firm "all-clear" signal from WE Division on this project. The Division has been a bit concerned about the delicacy of his research topic, Quebec's "Quiet Revolution," and the fact that [redacted] will be doing most of his research work in Quebec. The signs are favorable for an early and successful resolution of the coordination process which has involved our station officials in [redacted]

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B. On 3 June I met with [redacted], Director, Off-Campus and In-Service Programs, College of Continuing Education, American University. We discussed our Off-Campus program and American University's part in the program. We are presently planning to offer two Economics courses, primarily for ORR, under A.U. sponsorship. We discussed a variety of other A.U. offerings which might be of some interest to the Agency, specifically certificate and degree courses in Teaching, Accounting, and ADP. We will explore these further before deciding whether or not to include them in our Off-Campus Program.

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C. The Training Career Board's comments on Career Preference Outlines for members of the Registrar Staff were reviewed with individual employees and specific plans were initiated to arrange orderly enrollment in approved internal and external courses and orientation tours.

GROUP 1
Excluded from automatic
downgrading and
declassification

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Weekly Activities Report No. 13 (Cont'd)
31 May - 4 June 1965

D. A briefing on the organization and activities of the Office of Training was given to [] on 2 June. Frank, a long-time Training Officer for FDD/00, is already quite knowledgeable of OTR and well-versed in training matters generally. He is presently engaged in closing out his duties and responsibilities as Administrative Officer in OCR and is scheduled to move to [] on 1 August 1965 to serve as Deputy to []

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E. We have arranged for special viewings of the PERT films at 1000 N. Glebe Rd. on 7 June. Showings are scheduled for 10:00 and 14:00. These are the same films to be shown at Langley on 9 and 11 June for the entire Agency. The films are not available for use at [] until late June. [] of BPAM has arranged for a representative from the PERT Orientation and Training Center to be present on 9 and 11 June to introduce the films and to answer questions. I will be present at each session to introduce the Center man.

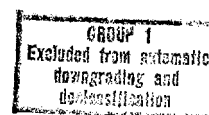
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F. I plan to attend the graduation of the first Advanced Intelligence Course taking place at 1330, 4 June at Anacostia.

25X1

Attachment:

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5010-104
UNITED STATES GOVERNMENT

Memorandum

TO : Registrar/TR

DATE: 4 June 1965

FROM : C/AIB/RS/TR

SUBJECT: Weekly Activities Report No. 13
1 - 4 June 1965

I. SIGNIFICANT ITEMS

None

II. OTHERS

A. What appears to be the best schedule for a projected 16 months of training for the Career Trainees (Fall of '65 thru '66) was agreed to generally, at a meeting on Thursday, 3 June, with [redacted] C/PPS, will develop a paper for the DTR on OTR's proposed plan for the training and a schedule covering the sixteen months will be provided by C/AIB as an attachment to the paper.

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B. [redacted] and C/AIB have had their initial conference on the procedures that are currently followed in computerizing OTR's records of individual training. The work that Oscar is doing requires great detail and the follow-up to the first hour and a half with him will require more hours of individual conferences both in AIB and ETB.

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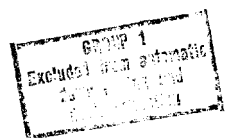
C. One of our continuing requests is for information on availability of training in ADP. The level of training requested ranges from the technical to the non-technical; basic to advanced. Our most recent request is from [redacted] in the IG's office who has three confreres who need basic, non-technical training in this field. We are preparing a summary of courses, given externally (in the absence of an internal program), that will help [redacted] for the present. In a separate memorandum through you to the DTR, I will summarize the conversation with [redacted] C/OCS/DDS&T, about plans to give a course internally. Both the IG-interest and the [redacted] conversation have been re-viewed with the DR/TR and with the C/PPS.

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SUBJECT: Weekly Activities Report No. 13 (cont.)

D. Hereafter, the weekly attendance figures will be an attachment to the Weekly Report. This is being done for the convenience of the Plans and Policy Staff. Our attachment, which is part of the OTR information sent regularly to Colonel White, will now become an attachment to the report prepared by PPS.

III. PERSONNEL

25X1 The DTR and [] joined 25X1
members of the Registrar Staff at a luncheon on Thursday, 3 June,
for [] who is retiring from the Agency on Friday, 4
June. Everyone of us shares the sentiments expressed at the
luncheon by Mr. Baird, [] Each 25X1
of us has said her personal good-byes to Lola; she knows we will
miss her.



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Attachment:
as stated in item D

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