

5010-104  
UNITED STATES GOVERNMENT

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# Memorandum

TO : Registrar/TR

DATE: 21 May 1965

FROM : C/AIB/RS/TR

SUBJECT: Biweekly Activities Report No. 11  
10 - 21 May 1965

I. SIGNIFICANT ITEMS

25 YEAR RE-REVIEW

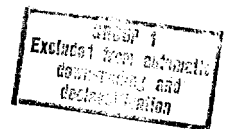
None

II. OTHERS

A. Schedule of OTR's Courses -- 1 July through 31 December 1965: The dates of courses and the classrooms in which the courses will be given were coordinated with, and approvals obtained from each Chief of School or his designee. At this time C/LTS is not in a position to provide his projected schedule. We will publish that separately rather than delay publication of the dates of courses of the three other schools. TO's and PO's should have the schedule the first week in June.

B. Courses in Automatic Data Processing: The number of requests for information on automatic data processing has been increasing significantly. The nature of the requests varies 180 degrees, --from the whereabouts of an instant briefing that covers adp to a program of courses that will make a programmer or a systems analyst. Since there are many courses at the local schools that have similar titles but different coverage, and since there is little in the way of an evaluation of the courses [redacted] Chief, Technical Staff, OCS, reviewed our compilation of those courses and gave a general comment as to the worth of each. (In talking with Fred about local courses, in general, his opinion is that the Washington area just doesn't have courses that measure up to what the west coast has to offer. He thinks Maryland has the beginnings of a good adp center. Some of the local courses are as good as the instructor, he says, since school administrators are not able to set definite objectives.) We plan to include summaries of adp courses in the June Bulletin, using some of [redacted]

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comments as a guide, in the hope that TO's will find answers to their needs. We also will have a handout available for the TO-requestor.

C. Agency Training Record: AIB is continuing efforts to aid OCS in producing an accurate ATR. Presently the effort involves lists of those who "separated" from the Agency and whose training does not appear on the ATR, yet those people are very much on duty at headquarters. [redacted] OCS con- 25X1  
tends that the work currently being done by AIB should eliminate the problem for "separatees."

D. Briefing of SO/TR: [redacted] SO/TR, was 25X1  
briefed on the work done in AIB, particularly that with which he may be more directly concerned; i. e., briefings of students as part of organizing courses at [redacted] and 25X1  
the varied kinds of sensitive documents containing specific data on Agency employees. Bob will look into C/AIB's request that a combination safe be put in the secure area for added protection of the documents.

E. Catalogs of Colleges and Universities, 1965-66:  
The annual correspondence with schools that do not have permanent mailing lists has been completed. About 100 letters were sent out. Last year's drive to have the Registrar placed on a permanent list reduced the number of our annual requests from about 450 to the one hundred.

(See next page, please.)

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SUBJECT: Biweekly Activities Report No. 11 (cont.)

F. OTR (Internal) Attendance for Week of:

10-14 May

17-21 May

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III. PERSONNEL

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On Monday, 17 May [redacted] returned from sick leave and for the week, was able to work with [redacted] whom she is replacing. Barbara transferred to EE Division, effective Monday 24 May. On Friday afternoon, the Registrar Staff said its official farewells to Barbara who served the AIB so well for two years.

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On Tuesday, [redacted] reported on duty. Pat will have about two weeks to work directly with [redacted] whom Pat will replace after 4 June.

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