

CONFIDENTIAL

REPORT OF OFFICE OF TRAINING ACTIVITIES

22 March - 2 April 1965

A. ITEMS OF INTEREST TO THE DD/S

1. Closed TV Circuit

At the request of SIC, arrangements have been made to set up a closed TV circuit using Rooms 1A-07 and 1A-13 to permit a panel discussion including two defectors who they do not want to appear in front of the class. [REDACTED] will provide a TV camera, will hook up the circuit, and will provide a standby technician at a complete cost of only \$125.00.

25X1A

25X1C

[REDACTED]

25X1A
25X
25X

[REDACTED]

25X1A

3. Accident [REDACTED]

On 22 March, the Base electrician, assisted by three laborers, was engaged in installing and adjusting an electrically-powered lift for the overhead door in the Generator Building. The three laborers were manually raising the door to an acceptable height to permit the electrician to determine the stop position for the door when raised by the electric lift. The electrician, who was standing on a ladder above the door to mark the stop position, noted that the cable support wires were breaking and called to the men to get out of the way. One of the laborers, [REDACTED] contract employee,

25X1A

DOCUMENT NO. _____
NO CHANGE IN CLASS.
 DECLASSIFIED
CLASS. CHANGED TO: TS S @ 2012
NEXT REVIEW DATE: _____
AUTH: HR 70-2/ [REDACTED] 01899 5

CONFIDENTIAL

~~SECRET~~

CONFIDENTIAL

slipped on the sand and gravel on the driveway and the door struck his left lower leg. Emergency first-aid treatment was administered by the Medical Technician for a compound fracture and the patient was then transferred by ambulance to the [redacted] Hospital in [redacted]

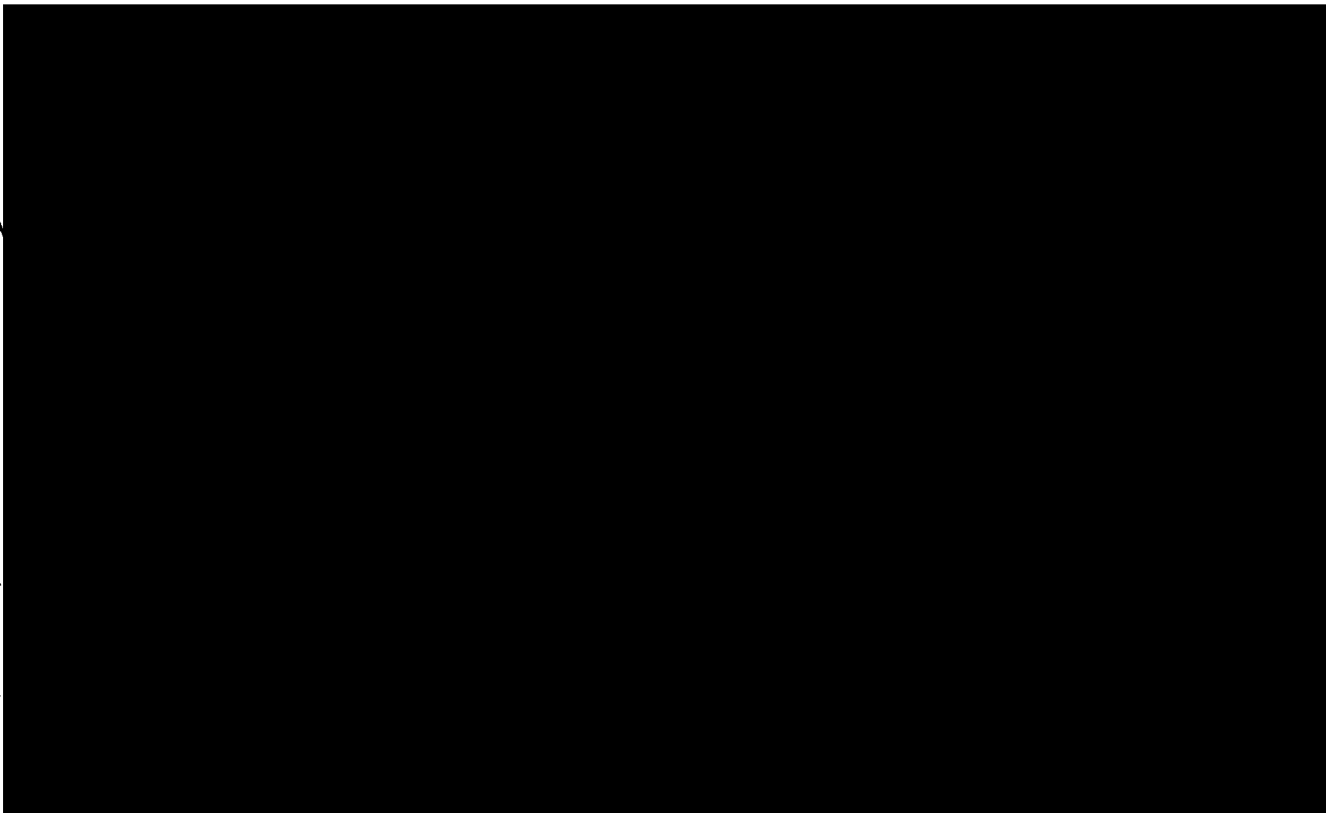
25X1A

25X1A

The patient will be discharged from the hospital on or about 28 March but will be unable to work for approximately four to five months. Documentation for workman's compensation has been initiated and forwarded to the Department of Labor.

The Assistant Personnel Officer [redacted] on 24 March to assist with appropriate documentation.

25X1A



25X1A

25X1A

25X1A

25X1A

25X1A

25X1A

5. Language Training

ORR has requested Russian interpreter training for one ORR analyst, specializing in machine tool construction. In one month he is scheduled to leave for the USSR, escorting a group of specialists who will visit Soviet factories. This is the first time in over three years that we have been asked to set up an interpreter training program.

CONFIDENTIAL

CONFIDENTIAL

6. JOT Orientation

In our opinion, the one-week JOT Orientation just completed has been one of the most successful to date. Highlights among the lectures included those by Mr. Kirkpatrick, Col. White, Paul Chretien, and [redacted] of OSI.

25X1A

The students took the fast pace of this one-week course in their stride, and did extremely well on the Friday examination. Two-thirds of the class had no more than four incorrect answers.

7. Pilot Project - Second Session

The second section of the Office of Finance Pilot Project was held 18 through 22 March with thirty-two participants ranging from GS-11 through GS-16. [redacted] was unable to attend this session, and he selected [redacted] to run the program.

25X1A

25X1A

[redacted] is a quite different type from [redacted]. We were quite pleased with his approach and are planning to use him for the third session scheduled to run from 1 through 5 April. [redacted] gave the Grid lecture and made a big hit. [redacted] was particularly useful in straightening out the significance of the statistics which we had gathered.

25X1A

25X1A

25X1A

25X1A

8. Agency In-Basket

The in-basket which [redacted] wrote at [redacted] urging was tried out for the first time in the second pilot session. It succeeded beyond everybody's expectation. The students not only analyzed the in-basket exhaustively as individuals but also as teams. One team spent five hours debating the issues. A number of the students felt that the in-basket was particularly rewarding and felt that it was the only part of the course which got them emotionally involved. Discussions with [redacted] have been held relative to sharpening up the in-basket on the basis of our experience so far. If this in-basket proves to be permanently usable, we will have saved quite a bit of money by writing it ourselves inasmuch as [redacted] told us it would take \$50,000 to develop a suitable in-basket. We shall try out this in-basket also in our next regular management course as well as in the next senior seminar.

25X1A

25X1A

25X1A

25X1A

CONFIDENTIAL

CONFIDENTIAL

9. Training Assistance Staff

During the period 1 through 26 March 1965 the Training Assistance Staff distributed 92 items to Headquarters components, 76 items to Department of Defense agencies, and 1,141 items to Agency field installations.

25X1A

10. SIC Program - [REDACTED]

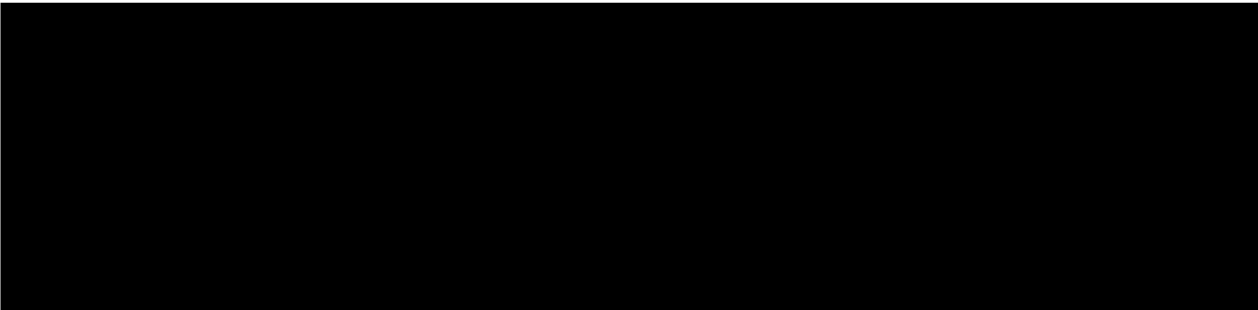
25X1A

25X1A

25X1A

Another cable has gone to [REDACTED] re the proposed SIC program in [REDACTED]. Again -- the station is anxious to develop better liaison with the [REDACTED] service and has agreed that a program of this kind could start the ball rolling. The desk is pushing to get it in during FY '65 in order to use funds already allocated for the purpose.

25X1A



12. Registrar

A brief statement showing the magnitude of the training effort in CIA is being prepared for Paul Borel, Assistant DDL. Mr. Borel has requested the information for use in a presentation he is scheduled to make to the current class in the Army Management Course at Ft. Belvoir.

We mentioned in our last bi-weekly report that the Kings Point Executive Seminar Center had announced that it would offer an additional unscheduled seminar on Skills and Goals of Management in July 1965. Senior Training Officers were notified in writing of this additional executive development opportunity and, to date, definite expressions of interest have been reported to us by two offices.

CONFIDENTIAL

~~SECRET~~

CONFIDENTIAL



25X1C

14. Acoustical Problems

Arrangement to keep 1A-13 and 1A-07 vacant for the afternoons of the week of 29 March was done so that the GSA people can get to the rooms to correct the acoustical problem in 1A-13. Instructors have complained about the deficiencies in the system, but apparently it was the recent briefing by Colonel White in the Support Services course that sparked some positive action to correct the problem. If the GSA can do the work, the Agency, according to [redacted] can save \$2500.

25X1A

15. Attendance

OTR (Internal) Attendance for Week of:

	15-19 March				22-26 March			
	FT	PT	Tot	Total	FT	PT	Tot	Total
Operations	242	---	---	242	284	17	---	301
Intelligence	15	---	---	15	32	---	---	32
Communication	---	10	---	10	---	10	---	10
Management	---	---	---	---	---	---	---	---
Clerical	17	24	---	41	12	36	---	48
Communism	38	---	---	38	38	---	---	38
Lang Dir	71	154	---	225	68	153	---	221
VLTP	---	---	---	---	130	---	---	130
Tot	---	---	29	29	29	---	---	29

CONFIDENTIAL

CONFIDENTIAL

OTR (External Training)

**Week of 15-19 March -- 469 Agency employees in 274
external courses or programs.**

**Week of 22-26 March -- 455 Agency employees in 269
external courses or programs.**

**SIGNED
MATTHEW BAIRD
Director of Training**

CONFIDENTIAL