

3 February 1966

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Weekly Report of the Office of Training
3 February 1966

1. Briefing of Fletcher School Personnel

Thirty students and faculty members of the Fletcher School of Law and Diplomacy were briefed, 25 January 1966, on CIA's mission and functions plus employment opportunities offered by the Agency. The briefing was given at Ft. Meyer by [REDACTED], Intelligence School/OTR, and [REDACTED] Recruitment and Retiree Placement Division/OP. Ambassador Gullion, Dean of Fletcher, was present and expressed his regret that the group could not be briefed at the Headquarters Auditorium.

25X1A
25X1A

2. Presentation on Surveillance and Countersurveillance Techniques at the Defense Intelligence School

On Wednesday, 26 January 1966, [REDACTED] gave a presentation on Surveillance and Countersurveillance Techniques at the Defense Intelligence School for a group of Defense Attaches. The presentation was cut short because of the snow and the follow-up practical exercise scheduled for 1 February was cancelled because of adverse weather conditions. The practical exercise may be scheduled for a later date.

25X1A

SECRET

Approved For Release 2000/08/04 : CIA-RDP78-06202A000100070044-7

3. National War College

During the past week OTR received the itineraries of personnel attending the National War College. With slight modifications, DDF has approved the itineraries for CIA participants. [REDACTED] will not be able to accompany the group behind the Iron Curtain. Arrangements were made with the War College for separate orders so that no list of names including [REDACTED] goes behind the Iron Curtain.

25X1A

25X1A

4. Nomination of Senior Officers for External Training

The following senior officers have been nominated for external training as noted:

25X1A

[REDACTED] OI, for the Executive Seminar in ADP, CSC, beginning 17 February. We usually get one space in this Seminar.

25X1A

25X1A

[REDACTED] OEL, for the Executive Workshop in ADP Systems Analysis, CSC,

25X1A

beginning 7 February. [REDACTED] was accepted but subsequently cancel-

25X1A

led for personal reasons. [REDACTED] has been selected as a substitute.

5. OTR Attendance

Internal training attendance for the week of 24-28 January 1966 was 606; external attendance was 198.

6. Language Proficiency Testing Program

Intensive oral testing of Agency personnel is scheduled to resume on 8 February. Receipt of the machine runs of language proficiency has made

Approved For Release 2000/08/04 : CIA-RDP78-06202A000100070044-7

SECRET

SECRET

Approved For Release 2000/08/04 : CIA-RDP78-06202A000100070044-7

it possible to forward instructions and scheduling information to all Directorates concerned.

7. Language Training School - Instructor Training

In order that certain instructor personnel may have a better appreciation of the problems of students in learning a foreign language, native speaking instructors are being given instruction in foreign languages in which they have no proficiency. A class of four instructors, using Spanish as a medium, completed its training on 21 December. Twenty-four additional instructors and new tutors are to be given training in four classes during February, March and April. The first class began on 1 February and again Spanish is being used as a medium. Chinese and French will be used as vehicles in later classes.

8. Training Selection Board

The Training Selection Board met on 24 January to consider the application of employees who were nominated for the 1966-67 National Institute for Public Affairs (NIPA) Career Education Award. After interviewing all applicants the Board selected five individuals (two of whom are from the Support Directorate) who will be nominated to NIPA for final approval. In addition to the prestige of being a NIPA Fellow, each winner receives a \$1000 grant to help defray expenses not covered by government regulations.

9. Selection Schedule [REDACTED]

OTR is endeavoring to schedule the selection of an employee for the

Approved For Release 2000/08/04 : CIA-RDP78-06202A000100070044-7

3
SECRET

25X1C

25X1C [REDACTED] at the same time selections are made for the other Senior Officer Courses. Heretofore, the [REDACTED] selection was made in June or July while the other Senior Officer Courses students are selected in September. [REDACTED]

25X1C [REDACTED] liaison officer, is being contacted to see if he will agree to wait until September for the name of the Agency nominee [REDACTED]

25X1C [REDACTED]

10. Automatic Data Processing Training Course

Reference OTR Weekly Report of 13 January 1966 concerning the possibility of Brandon, Inc. presenting an ADP course for the Agency, Mr. Brandon has submitted his proposal for the course and it is now under review by [REDACTED]. The proposed cost is \$3500 which includes the development of the course and one presentation. Subsequent runnings would cost \$1700 each. Expenses incurred by Brandon personnel for travel from New York to Washington to put on the course would be in addition to these cost figures. [REDACTED] plans to meet with [REDACTED]

25X1A [REDACTED] after they have made a review of the proposal to determine whether it meets their needs. In view of OTR's budget squeeze

25X1A we plan to advise [REDACTED] that the cost of the program will be charged to training funds earmarked for OCS.

25X1A 11. [REDACTED]
On 19 January, the ceiling in Classroom #23-24 collapsed. Although

several Public Works technicians were in the room, the falling of the ceiling by sections gave warning and no injuries occurred. The ceiling hangs from the structural steel of the roof by a suspension system of rods. The failure of the suspension system has been traced to inadequate clipping devices which the construction contractor used to secure the suspension rods to the structural steel. Station personnel will complete the repair of the ceiling before the planned use of the classroom on 1 February. We are nervously aware, however, that there are a lot more unmodified ceilings in the remaining rooms on the second floor of the building; these will be modified and strengthened as soon as possible.

SIGNED

John Richardson
Director of Training

Attachment - Off-Campus Program

SECRET

OFF-CAMPUS PROGRAM
Spring Semester

1. Registration for the Off-Campus Program was closed on 28 January 1966. In all there were 155 registrations in 14 credit courses and one non-credit course as follows:

<u>Title</u>	<u>Registration</u>	<u>Sponsored</u>
<u>George Washington Univ.</u>		
Anthropology	1	- cancelled
Education	0	- cancelled
English Composition	3	1
Geog: Communist China	10	6
Dev. of U.S. Civilization	14	-
History of Russia	5	2 cancelled
So. America Since Independence	5	- cancelled
Calculus	7	7
Gov't of the U.S.	11	-
Politics of Middle & So. Africa	12	2
General Psychology	9	-
Psychology of Adjustment	2	1 cancelled
Investments (non-credit)	19	-
<u>American University</u>		
Income Analysis	18	18
ADP Systems	16	12
The Systems Approach	18	15
Total Registration	155	64
Less No. in Cancelled Courses	13	3
Final Enrollment	142	61

2. Insufficient registration caused the cancellation of the courses in Anthropology, Education, Russian History, South American History, and Psychology of Adjustment. The instructor for the African Politics Course found at the last minute that he would not be available for the semester's

~~SECRET~~

Approved For Release 2000/08/04 : CIA-RDP78-06202A000100070044-7

work so we are presently arranging for the approval, by G. W. University, of another instructor. This will delay the beginning of this course by one week. The Income Analysis Course is presented at the request of ORR and the Calculus Course at the request of NPIC. Of special interest is the enrollment of 18 in the "Fundamentals of Investment Course," a non-credit course being offered for the first time.

~~SECRET~~

Approved For Release 2000/08/04 : CIA-RDP78-06202A000100070044-7