

ISS

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MEMORANDUM FOR: Director of Training

SUBJECT: Weekly Activities Report No. 21  
24 - 28 May 1971

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2. The next National Interdepartmental Seminar is scheduled for 12 - 30 July. To date we have five nominees: One WH, one ONE, two AF, and one OSR.

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Excluded from automatic  
downgrading and  
declassification

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4. Starting 7 June, the Agency will have two Commo employees attending the final running of NSA's Signal Analysis Course. This course will be replaced by two courses: Basic SIGINT Technology and COMMINT Signal Technology.

AIR received a letter from NSA announcing the next National Communications Security Course (13 September). Based on our past use of this course, we were invited to send one employee. Senior Training Officers are being asked for requirements. If they exceed one slot, we will try to obtain extra spaces.

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5. [ ] has been enrolled in the DODCI Intermediate Executive Course, starting 6 June. [ ]

In response to a request made by DODCI, we circulated a course outline and schedule for the Specifications for Selection Course (for GS-11s to -14s). We already have eight training requests.

6. The Army accepted all candidates for the Strategic Weapons Exchange Models Training Program. We will have four employees attending the entire program from 2 - 11 June plus four more for the one-day session on 11 June.

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7. An administrative briefing was given to [ ] Executive Officer, Production Services Group, NPIC, who will attend the Stanford Executive Program. The \$4,053 eight-week program begins 21 June. [ ] was the first participant in this Program.

8. Microfilming of the OTR official course folders is progressing in the Visual Aids Branch thanks to help from the clerical "pool" personnel. The folders for CY's 1968 and 1969 have been completed and reviewed on our 3M Reader-Printer and are acceptable for permanent retention. Filming of the folders of CY's 1947 through 1956 is completed, and the reels have been received and are being reviewed. To date, 19 reels have been returned to us.

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The Office of Computer Services has transferred Format "A" (alpha by Agency) of the Agency Training Record to microfilm -- 3,600 pages on one reel of film. It is very compact, legible, and readily accessible; OCS indexed the reel for us. Format "C" (alpha by course) is also on microfilm, but OCS is retaining it to use for demonstrations.

9. [ ] attended the ASTD National Convention in New York, 23 - 27 May.

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10. Two bids have been received for new P.A. equipment for the [ ] classrooms. Including installation both are in the \$50,000 category.

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[ ]  
Chief  
Instructional Support Staff

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