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FORM 100-1

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MEMORANDUM FOR: [REDACTED]

SUBJECT: Invitation to Address the Orientation Course for Agency
Officials Attending Senior Service Schools

1. On 13, 14, and 15 July, an Orientation Course for Agency officials attending senior service schools will be held in Room 803, Broyhill Building. These Agency officials will be in contact with hundreds of military officers and other government officials, most of whom will rise to positions of responsibility and influence in their own organizations in the next few years. They should be well prepared to represent the Agency in the best possible manner.

2. The content of the course will consist of two parts:

a. The Agency organization and its functions; the Agency's role in the coordination of clandestine operations with the military services; the Agency's relationship with public media; and a discussion of certain sensitive operations which have come to the critical attention of public media.

b. Instruction in Conference Techniques, given by one of the outstanding teachers of the subject in this area. Effectiveness in conference discussions is important because so many of the school programs require extensive participation of students in small working groups.

3. You are invited to present the subject "Conference Techniques" which is scheduled at 1515-1700 hours on Monday, 13 July, 0900-1030 hours on Tuesday, 14 July, and 0900-1015, 1030-1215, and 1330-1445 hours on Wednesday, 15 July. A draft schedule of the program which lists the specific subjects to be covered during these three days is attached. Should you require assistance in arranging for your presentation, please contact [REDACTED], Orientation and Briefing Officer, extension 5941.

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MATTHEW BAIRD
Director of Training

Attachment:
Draft Schedule

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