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UNITED STATES GOVERNMENT

Memorandum

U-2847/SA-1

TO : DISTRIBUTION C

DATE: 23 October 1970

FROM : DIASA

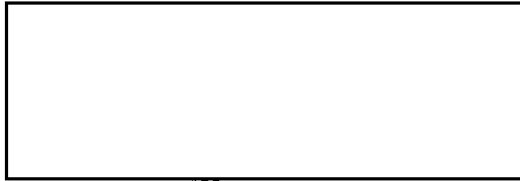
SUBJECT: Curtailment of Agency Training Funds

1. Due to a recent reduction in funds available for Agency training purposes, it will be necessary to suspend Agency support for many training courses during the remainder of the second quarter through at least the third quarter of fiscal year 1971.
2. In general, funds will not be available for participation in most courses and seminars at both Government and non-Government facilities during the foregoing time period, except for support of a limited number of after-hours university courses during the second semester and in situations where the Agency has already made firm commitments with a training facility. Some of the programs for which support will need to be terminated include:
 - a. Attendance at professional and technical meetings outside of the Washington, D. C. area.
 - b. Missile and Space Orientation courses (Phases II, III & IV).
 - c. Nuclear Weapons Orientation and Nuclear Weapons Design Information Courses, Sandia Base, New Mexico.
 - d. SAFEGUARD Staff Planners Course, Fort Bliss, Texas.
 - e. Overseas area visits for training purposes.
 - f. Defense Management Systems Course, Monterey, California.
 - g. Cryptologic repair and maintenance courses.
 - h. Area study courses at the Foreign Service Institute, Department of State, and by contract with local universities.
 - i. Training courses at the U. S. Civil Service Commission and the Department of Agriculture Graduate School.
 - j. In-house courses in Reading Improvement, Briefing Techniques, Report Writing, Fundamentals of Management, Shorthand Refresher, and Advanced Secretarial Practices.

Declass Review by NGA.



3. Addressees are urged to intensify their review of training requests to assure that priority consideration is given to those training opportunities that will have direct and positive impact on mission accomplishment during the annual training cycle.



Colonel, USA
ACofS/Administration

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