

Executive Registry
76-3994

DD/A Registry
76-5783

10 OCT 1976

DD/A Registry

File *J. Blake*

MEMORANDUM FOR: Deputy Director of Central Intelligence
FROM : John F. Blake
Deputy Director for Administration
SUBJECT : Student Use of Language Learning Center (LLC)
Language Laboratory

1. This is in response to the query you made during your September 1976 visit to the Office of Training about utilization of the OTR Language Laboratory.

2. As you are aware, OTR maintains language laboratories at the Chamber of Commerce Building and at Headquarters. Both are used for formal language training and for voluntary study by Agency personnel. In answer to your request, Language Learning Center staff personnel have conducted spot checks and have closely monitored student sign-in sheets at language laboratories for the past several months. The following are recent averages of student use:

- a. Chamber of Commerce LLC....375 student hours per week
- b. Headquarters Media Center..110 student hours per week

3. In the opinion of LLC personnel, utilization of facilities has risen close to 20 percent for FY 1976 over FY 1975. Actual use of the facilities can probably be considered even higher, inasmuch as the "open-door" policy and the 24-hour operation preclude accumulation of exact usage information. Voluntary student utilization increases markedly at the beginning of each formal language course cycle.

4. Additionally, the LLC offers cassette home study tapes in 40 languages. During FY 1976, 10,000 tapes were signed out by Agency personnel.

STATINTL

[Redacted signature area]

JF John F. Blake

TRANSMITTAL SLIP		DATE <i>27 Jan 77</i>
TO: <i>DDA</i>		
ROOM NO.	BUILDING	
REMARKS:		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

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