Approved For Release 2000/0600 CLARDP 9-01590A000300140001-8

18 April 1977

25X1A

MEMORANDUM FOR: Director of Training

Chief, Intelligence Institute VIA:

FROM: Orientation Coordinator

SUBJECT:

Course Report: Preparing for Overseas Assignment (4-6 April 1977) and Special Overseas Orientation (7-8 April 1977)

PREPARING FOR OVERSEAS ASSIGNMENT

Preparing for Overseas Assignment (POA) was 1. conducted on 4-5 April with 36 participants, including 10 25X1C Ten employees expecting spouses. attended the third day's lectures on 25X1C unctions.

The majority of the participants indicated that 2. the course objectives were satisfied. On a scale of 1 (slight) to 7 (highly satisfactory), they assigned an average rating of 5.12. (The average rating in the February class was 4.5.) The segments on "Living in a New Culture" 25X1A by Mrs. Joan Wilson, Foreign Service Institute, Department of State, and "Good Health--Your First Priority" by Dr. Richard Office of Medical Services, received the highest

praise.

## Changes

The problems stated in POA Course Report No. 1-77, 3. 3 March 1977 (copy attached), have been fairly well resolved. The class divided into groups according to regional assignments. Support officers from the respective areas, including Europe, Africa, Near East, and East Asia, addressed such topics as shipment of household effects, automobiles, and overseas housing. These small groups focused on the specific concerns related to the unique problems found in the contrasting regions.

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POA # 2-17 500 # 2-97

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SUBJECT: Course Report: Preparing for Overseas Assignment (4-6 April 1977) and Special Overseas Orientation (7-8 April 1977)

## Problems and Recommendations

4. Two new problem areas evolved from the Europe session which would be of general interest to POA attendees.

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location. Deputy Chief, Cover and Commercial Staff, has agreed to have someone from his staff address this subject at the next running, emphasizing the problem areas that came to the fore in this class.

5. The second question was in regard to Credit Union transactions overseas. In response to the apparent confusion over procedures, a Credit Union representative will be invited to speak in the next running.

## SPECIAL OVERSEAS ORIENTATION

1. Special Overseas Orientation was conducted on 7-8 April with participants, including spouses.

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2. The majority of the participants indicated that the course objectives had been met to a high degree. On a scale of 1 (unsatisfactory) to 5 (outstanding), they assigned an average rating of 4.47. (The average rating in the February class was 4.03). The Office of Medical Services' session on "Dealing with Terrorists and Terrorism" received the best response.

## Problems and Recommendations

3. There was considerable repetition in a couple of presentations. Some of this can be attributed to the fact that one new speaker from Latin America Division wandered from his designated topic. All speakers in the next running will be reminded to stay within the parameters of their scope notes. The other major criticism was that the "Modus Operandi of Terrorist Groups" centered exclusively on Latin America and the Middle East. The International Terrorism Control representative will be asked to cover other areas in subsequent runnings.

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SUBJECT: Course Report: Preparing for Overseas Assignment (4-6 April 1977) and Special Overseas Orientation (7-8 April 1977)

Attachments:

- 1 Course Report POA and SOO No. 1-77, 7-11 Feb 77
- 2 POA Schedule
- 3 POA Roster
- 4 POA End-of-Course Data Sheet
- 5 POA Evaluations
- 6 SOO Schedule
- 7 SOO Roster
- 8 SOO End-of-Course Data Sheet
- 9 SOO Evaluations

	ROUTIN	G AND	RECOR	D SHEET	
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OFFICE OF TRAINING INTELLIGENCE INSTITUTE

## PREPARING FOR OVERSEAS ASSIGNMENT NO 2-77 4-5 April 1977

## ROOM 1A-13 HEADQUARTERS

COURSE CHAIRMAN:

25X1A

Room 921 Chamber of Commerce Extension 2452

TRAINING ASSISTANT:

25X1A

Room 921 Chamber of Commerce Extension 2452

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## COURSE OBJECTIVES

## Overseas Service for CIA

Participants are expected to:

- 1. learn about the administrative, medical, and legal factors that affect CIA employees serving abroad; and
- 2. increase their ability to cope with cultural differences that may be encountered in host countries.

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Preparing for Overseas Assignment No 2-77

Monday, 5 April 1977

0900-0930	Registration and Administration	Orientation Coordinator
0930-1000	Reading: Transplanting Your Household	
	Presentations throughout the program will give you an opportunity to ask questions on this subject.	25X1A
1000-1100	Central Processing An overview of the organization and functions of this Branch will assist you in your overseas processing.	Chief, Central Processing Branch 25X1A
1115-1215	Legal Responsibilities	Office of General
	An Agency lawyer will review the legal documents, including the will, power of attorney, insurance policies, etc., that you should have in hand prior to your departure. He will also alert you to the responsibilities, such as federal and state tax returns, that you will have during your tour.	Counsel
1215-1315	Lunch	25X1A
1315-1400	Drug Abuse The Agency's Drug Abuse Program will be discussed as well as various drugs and the problems encountered through- out the world.	Operations Division Office of Medical Services
1415-1530	Living in a New Culture Culture shock is a very real phenomenon. Our speaker will suggest some of the more difficult areas of adjustment and indicate ways in which we can better prepare ourselves for living and working abroad.	Joan Wilson Foreign Service Institute, Department of State

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## Tuesday, 6 April 1977

- 0900-1030 Discussion with Area Divisions Support officers from the Area Divisions will discuss with you practical information on your particular proposed overseas station and will be happy to answer cuestions.
- 1045-1145 Overseas Benefits and Services

This segment covers the benefits and services, including Federal Employees Life Insurance and Federal Compensation, that you can expect to have while living abroad. Benefits and Services Staff, Office of Personnel

25X1A



1500-1530

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Course Evaluation

to set some old myths straight.



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Approved For Release 2000/06/07 : CIA-RDP79-01590A000300140001-8 ADMINISTRATIVE-INTERNAL USE ONLY

# ADMINISTRATIVE-INTERMAL USE ONLY

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Preparing for Overseas Assignment

# Phase I Evaluation

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## STATINTL

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## Preparing for Overseas Assignment

## Phase I Evaluation

Employee_	$\sim$	or Deper	adont	-
employee	$\sim$	or peper	uent	
				the second s

Name\_\_\_\_\_(Optional)

Date

Directorate Division EU

A. Have you previously lived overseas? <u>no</u>

How long?

Where?

B. As far as you are aware, to what degree did the course fulfill objectives:

1) learn about the administrative, cover, medical and legal factors that affect CIA employees serving abroad;

Slight			Satisfactor	<u>Highly</u> Satisfactor		
1	2	· 3	4	5	6	7
1	1	1	1			·

2) increase ability to cope with cultural differences that may be encountered in host countries.

Sligh	t		Satisfactory	<u>Satisfactory</u>		
1	2	3	4	(5)	6	7
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C. Mhat coverage would you:

Add?

Delete?

Change?

Approved For Release 2000/06/07 : CIA-RDP79-01590A000300140001-8 D. Your comments are welcomed (use reverse side)

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## ADMINISTRATIVE-INTERMAL USE ONLY

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## Approved For Release 2000/06/07/FICIAIRD#79-01590A000300140001-8

## Special Overseas Orientation Schedule

## 1A13 Headquarters

#### General

The purpose of this two-day training program is to sensitize participants and their dependent spouses to the need for following good personal and physical security practices overseas. While it is realized that some people by habit, instinct, or experience are more aware of potential security threats than others, we can all improve our security status if we are aware of the risks involved and make a conscious effort to minimize them.

This Orientation is only a broad overview and an introduction to the subject and offers no specific skills for coping with the terrorist threat and related criminal problems abroad.

### Orientation Objectives

On completion of this Orientation, participants will be able to:

- 1. Assess their personal and family situation in terms of the nature and variety of security threats abroad.
- 2. Recognize the need for effective security practices while living, working, traveling, and socializing abroad.
- 3. Relate the suggestions and experiences of Agency officers and other U.S. personnel who have served overseas to their own need to plan for and cope with a possible hostage situation or other crises.

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Orientation Coordinator 816 C of C 3096

# Approved For Release 2000/06/07 : CIA-RDP79-01590A000300140007-8

Schedule

**.** . .

# 7 April 1977 (Thursday)

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0900-0925	Introductory Comments	Deputy Director for Operations Training
0925-0945	Administration	Orientation Coordinator
0945-1015	Nature of the Terrorist Threat, In Overview	International Terrorism Control (ITC)
	Scope of threat, international aspects, principal groups, and current trends.	
1025-1115	Hostage Survival	Office of Medical Services (OMS)
	Film, "Kidnap, Executive Style," and comments. Potential victims and	
	importance of preplanning and adaptive behavior. Suggestions on how a nostage victim should conduct himself.	
1125-1215	Dealing with Terrorists and Terrorism	OMS
	Terrorist personality types and factors in dealing with terrorists in hostage situations.	
1215-1315	Lunch	
1315-1355	Bomb Threat	Office of Technical Services (OTS)
	Parcel and package bombs and other explosive devices.	
1400-1630	Physical, Residential, and Personal Socurity	Office of Security (OS)
	Common sense suggestions for protecting residences, vehicles, and installations against terrorists as well as criminal threats, managing the family overseas, handling servants, travel safeguards, and suggested precautionary measures during the conduct of social and recreational activities abroad.	

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8 April 1977 (Friday)

0900-1000	Film, "The Time of the Jackals - Carlos	17
1000-1115	Modus Operandi of Selected Terrorist Groups	NE and LA Respresentative
	Discussion and question period	
1130 <b>-1</b> 200	Cover	Central Cover Staff (CCS)
	Cover vulnerabilities, measures being taken to improve cover of Agency personnel, mutual responsibilities for maintaing cover.	
1200-1300	Lunch	
1300-1340	Terrorism Threat Assessment Group	C/SSU/DDO
	A discussion of the development of this program and related guidance material.	25X1A
1345-1425	Centingency Planning for Urban Survival	
	Suggested preparations, planning, and actions for urban survival in the event of a crisis.	
1430-1500	Film, "Countering the Vehicular Ambush," and comments.	
1515-1545	Final Panel	ITC, OS, OMS
	Discussion of Case Histories and Related Overseas Security Problems.	
1545-1615	Course Evaluation	

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### Special Overseas Orientation Evaluation

#### General

The purpose of this two-day training program is to sensitize participants and their dependent spouses to the need for following good personal and physical security practices overseas. While it is realized that some people by habit, instinct, or experience are more aware of potential security threats than others, we can all improve our security status if we are aware of the risks involved and make a conscious effort to minimize them.

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- 3. Relate the suggestions and experiences of Agency officers and other U.S. personnel who have served overseas to their own need to plan for and cope with a possible hostage situation or other crises.

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## SPECIAL OVERSEAS ORIENTATION EVALUATION

## PART I

1. In terms of the Orientation objectives listed on the cover sheet, please evaluate how well you feel the objectives were met (1 - "unsatisfactory and not met" and 5 - "met to an outstanding degree").



2. If any or all objectives fell short of your expectations, would you please comment why.

## PART II

1. Do you have any specific comments for improving the Orientation?

## SECRET

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2. Were there any presentations which you felt were important but for some reason missed the mark?

3. (Optional) Has this Orientation changed your views or attitude in any significant way about your overseas assignment?

Date 4/8 Agency Employee //// Spouse Signature (Yes or No) (Yes or No) (Optional)

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Signature Agency Employee Spouse Date (Yes or No) (Yes or No) (Optional)

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#### PART II

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Cut out the parel session at the end

## SECRET

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4/9/7 Agency Employee Spouse Signature Date (Yes or No) (Optional) (Yes or No)

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3. (Optional) Has this Orientation changed your views or attitude in any significant way about your overseas assignment?

Agency Employee Spouse Signature Date (Optional) (Yes or No) (Yes or No)

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#### SECRET

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#### PART II

1. Do you have any specific comments for improving the Orientation?

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2. Were there any presentations which you felt were important but for some reason missed the mark?

3. (Optional) Has this Orientation changed your views or attitude in any significant way about your overseas assignment?

7 Agency Employee Spouse Date Signature (Optional) (Yes)or No) (Yes or No)

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### SPECIAL OVERSEAS ORIENTATION EVALUATION

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#### PART II

1. Do you have any specific comments for improving the Orientation?

Possible sub-group sessions for specific Geographical areas to be more detailed.

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2. Were there any presentations which you felt were important but for some reason missed the mark?  $\gamma_{\mathcal{I}}$ 

3. (Optional) Has this Orientation changed your views or attitude in any significant way about your overseas assignment?

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Date <u>4/8/77</u> Agency Employee <u>Yes</u> Spouse <u>Mb</u> Signatur (Yes or No) (Yes or No) (Optional)

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## SPECIAL OVERSEAS ORIENTATION EVALUATION

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#### PART II

1. Do you have any specific comments for improving the Orientation?

RELATE TO SPECIFIC AREA

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2. Were there any presentations which you felt were important but for some reason missed the mark?

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3. (Optional) Has this Orientation changed your views or attitude in any significant way about your overseas assignment?

Agency Employee Spouse Signature Date (Yes or No) (Yes or No) (Optional)

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### SPECIAL OVERSEAS ORIENTATION EVALUATION

### PART I

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1. In terms of the Orientation objectives listed on the coversheet, please evaluate how well you feel the objectives were met (1 - "unsatisfactory and not met" and 5 - "met to an outstanding degree").



2. If any or all objectives fell short of your expectations, ... would you please comment why.

PART II

1. Do you have any specific comments for improving the Orientation?

To much overlap in some lectures

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2. Were there any presentations which you felt were important but for some reason missed the mark?

3. (Optional) Has this Orientation changed your views or attitude in any significant way about your overseas assignment?

Date		Employee	Spouse	Signature	
	1	(Yes or No)	Yes or No	5) –	(Optional)

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### SPECIAL OVERSEAS ORIENTATION EVALUATION

### PART I

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2. If any or all objectives fell short of your expectations, would you please comment why.

### PART II

1. Do you have any specific comments for improving the Orientation?

PLEASE HAVE All OF THE SPEAKERS S.T. THRU THE Whole COURSE JUST ONCE. THAT WAY MAYBE THE AVER'S WOULDN'T OVER HAP QUITE SO MUCH,

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2. Were there any presentations which you felt were important but for some reason missed the mark? MO

3. (Optional) Has this Orientation changed your views or attitude in any significant way about your overseas assignment?

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Date <u>844</u> Agency Employee <u>(1)</u> Spouse Signatur (Yes or No) (Yes or No)

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2. Were there any presentations which you felt were important but for some reason missed the mark?

3. (Optional) Has this Orientation changed your views or attitude in any significant way about your overseas assignment?

## 25X1A

Date 8-5-77 Agency	(Yes or No)	Spouse (Yes or No	Signatu	(Uptional)
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#### SPECIAL OVERSEAS ORIENTATION EVALUATION

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### PART II

1. Do you have any specific comments for improving the Orientation?

SEPARATE PARTICIPANTS INTO GROUPS AND PROVIDE SPECIFIC INFORMATION ON RESPECTIVE A REAS



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### SECRET

2. Were there any presentations which you felt were important but for some reason missed the mark?

3. (Optional) Has this Orientation changed your views or attitude in any significant way about your overseas assignment?

a little

Date <u>4-8-77</u> Agency Employee Spouse X Signature (Yes or No) (Yes or No) (Optional)

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#### SECRET

#### SPECIAL OVERSEAS ORIENTATION EVALUATION

### PART I

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2. If any or all objectives fell short of your expectations, would you please comment why.

#### PART II

1. Do you have any specific comments for improving the Orientation?

I think there should have been more time left for questions/discussions on Cover.

### SECRET

2. Were there any presentations which you felt were important but for some reason missed the mark?

3. (Optional) Has this Orientation changed your views or attitude in any significant way about your overseas assignment?

Made me mare aware of 0/s security practices! (+ the need for them.

Agency Employee (es Spouse Signature (Yes or No) (Yes or No) Date 4 (Optional)

#### SECRET

#### SECRET

### SPECIAL OVERSEAS ORIENTATION EVALUATION

### PART I

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## SECRET

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3. (Optional) Has this Orientation changed your views or attitude in any significant way about your overseas assignment?

topefully to make me more regulardund aware of what is going on around me

Agency Employee Les Spouse Signature Date 8 Gp 77 (Optional) (Yes or NO) (Yes or No)

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### SPECIAL OVERSEAS ORIENTATION EVALUATION

### PART I

1. In terms of the Orientation objectives listed on the cover sheet, please evaluate how well you feel the objectives were met (1 - "unsatisfactory and not met" and 5 - "met to an outstanding degree").



2. If any or all objectives fell short of your expectations, would you please comment why.

PART II

1. Do you have any specific comments for improving the Orientation?

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2. Were there any presentations which you felt were important but for some reason missed the mark?

3. (Optional) Has this Orientation changed your views or attitude in any significant way about your overseas assignment?

Date (Jar 8/97 Agency Employee Spouse 115 Signature (Yes or No) (Yes or No) (Optional)

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no,

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I am more aware of the potential terrorist problem.

Date	Agency	Employee	Spouse	Signature	
		(Yes or No	) (Yes or N	ō)	(Optional)

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Spouse Signature Agency Employee Date (Optional) (Yes or No) (Yes or No)

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Time for Questions to individual from CCS.

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a few presentations repeat too much.

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******	Agency Employee (Yes or No)	(Yes or No)	(Optional)
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Date 4-8-77 Agency Employee Spouse Signature (Yes or No) (Yes or No) (Optional)

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Eliminate at least some of The duplication !

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No.

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Date <u>4/8/17</u> Agency Employee Spouse Signature (Optional) (Yes or No) (Yes or No)

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Agency Employee Spouse Signature Date (Optional) (Yes or No) (Yes or No)

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Date	Agency	r Employee	Spouse	Signature	
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