

S-E-C-R-E-T

DEC - 2 1954

MEMORANDUM FOR: Chief of Operations, DD/P
Chief, FI
Chief, PP
Chief, Staff C
Chief, I.O.
Chief, Each Area Division
Senior Staff Training Officers

FROM: Director of Training

SUBJECT: Proposed Basic Area Training Program

1. The Office of Training is planning to offer a basic area training program which can be presented within the Agency rather than at non-CIA external training facilities.
2. The proposed program is comprised of two types of area courses, which may be taken singly, and an integrated program in which both types of area courses are offered in combination with an elementary spoken language course. These three elements are described in Tab A. It should be noted that each program will consist of separate courses for individual countries. Conceivably as many as sixty or more country courses for both types may be developed to meet your specific requirements. As you will note from the examinations of Tab A, these courses are minimal, and are not proposed as a substitute for specialized and advanced area training programs currently offered at non-CIA training facilities.
3. Your reaction to this proposed program is an essential step in the process of obtaining approval for the development of a small but highly qualified staff of area training specialists to put the programs into effect.
4. These programs are designed to establish the minimum training standards which should be met by specified categories of Agency personnel in order that they will gain basic knowledge of the foreign

S-E-C-R-E-T

S-E-C-R-E-T

environmental factors which affect intelligence operations in the countries to which they are assigned. Such basic knowledge is considered essential to relate their operational and intelligence skills to the environment in which such skills will be employed. If approved as minimum training standards for the categories of personnel indicated, the proposed programs would satisfy the basic requirement of this objective.

5. The Office of Training is not now able to offer the training proposed. Eight to twelve months of planning and preparation will be required for initial course offerings and approximately thirty-six months for total training coverage for all countries.

6. In presenting this proposal for your consideration the Office of Training would like your responses to the following questions, in addition to any other comments you may care to make:

- a. What changes or modifications would you recommend to the scope of subject matter, the course objective, and the duration of the course, in order that the essential minimum of area training is provided for the categories of personnel indicated?
- b. Are there any additional elements of basic area training, by subject or by categories of personnel or both, which you would like to see added to the proposed program?
- c. Will you approve the proposed program (as modified, if applicable, by your responses to questions contained in Para 6a and b above), as minimum training standards for the categories of personnel indicated in Tab A?
- d. What priorities, by country, would you recommend for guidance of OTR in setting up the proposed program?
- e. What are your estimated requirements for participation in these programs for FY 1956 and FY 1957? (Note that a form for this statement is attached hereto at Tab B.)

6. Your general reaction to the proposal and your specific response to the questions contained in paragraph 5. above are requested at your earliest convenience, in any event by 31 December. The Director

-2-

S-E-C-R-E-T

S-E-C-R-E-T

of Training will request that this subject be included for general discussion on the agenda for the staff meeting of the Chief of Operations, DD/P, on 15 December.

[Redacted]

for MATTHEW BAIRD

25X1

Attachments -
Tab A
Tab B

S-E-C-R-E-T

TAB A

PROPOSED BASIC AREA TRAINING PROGRAM

I. AMERICANS ABROAD COURSES

1. Americans Abroad courses are designed to impart knowledge about a country that is essential as a minimum requirements for all Agency support personnel assigned to overseas duty in that country for the first time. The course will consist of 20 hours of instruction and will be offered on a part-time basis.

2. Each course will provide an introduction to those social customs, significant cultural and national attitudes and sensitivities, and traditional and current attitudes toward foreigners which are significant to Agency personnel and their behavior in that country.

3. The objectives of the course are:

- a. To assist Agency personnel in making personal adjustments to the foreign environment in which they will be working;
- b. To facilitate effective professional and social relationships between Americans and the indigenous personnel of that country.

4. The Americans Abroad course will be a prerequisite to departure overseas, for all Agency support personnel assigned to overseas duty in a given country for the first time.

II. BASIC COUNTRY SURVEY COURSES

1. Basic Country Survey courses are designed to impart knowledge about a country that is essential as a minimum requirement for all Agency intelligence officer personnel scheduled for initial assignments related to a given country in headquarters. The course will consist of 60 to 80 hours of instruction and will be offered on a part-time basis.

2. Each course will consist of an introduction to the history, culture, customs and geography of the country; the nature of its social and political institutions, policies and objectives; and a review of the significant U.S. policies and objectives pertaining to it.

3. The objectives of the course are:

- a. To develop the ability of Agency intelligence officer personnel to appreciate the nature of those environmental factors which impose conditions and limitations on intelligence operations in a given country;
- b. To provide a foundation upon which Agency intelligence officer personnel can build a wider and deeper knowledge of the country to which they are assigned.

4. The Basic Country Survey course will be a prerequisite for all Agency intelligence officer personnel, to initial duty assignment, on a country desk in headquarters, CIA.

III. INTEGRATED PROGRAM

1. The Integrated Program consists of the Americans Abroad course and the Basic Country Survey course combined with an elementary spoken language course. This Program has been designed as a minimum requirement for all Agency intelligence officer personnel assigned to overseas duty in a given country for the first time. The course will consist of eight to twelve weeks of instruction, dependent upon the difficulty of the language involved, and will be offered on an intensive full-time basis. A typical schedule for the Integrated Program is indicated as follows:

0830 - 0920	--	Language class
0930 - 1020	--	Language Laboratory and Supervised Study
1030 - 1230	--	Country Survey
1230 - 1330	--	Lunch and Lab
1330 - 1420	--	Language Class
1430 - 1530	--	Americans Abroad
1540 - 1645	--	Language Laboratory and Supervised Study

2. In addition to the training objectives of the Americans Abroad and Basic Country Survey courses, the training objectives of the spoken language course are to:

S-E-C-R-E-T

- a. Provide sufficient proficiency in speaking the foreign language to satisfy ordinary routine social-travel requirements;
- b. Provide a foundation in the language upon which increased language skills may be acquired.

3. The Integrated Program will be a prerequisite to departure overseas, for all Agency intelligence officer personnel assigned to overseas duty in a given country for the first time.

NOTE: Waivers of the prerequisites for each of the three programs described above will be granted in those instances where the Division chiefs concerned certify that the previous background and experience of the individual warrant such action.

-3-

S-E-C-R-E-T

TAB B

MEMORANDUM FOR: Director of Training

SUBJECT: Requirements for Basic Area Training

AREA or SPECIFY COUNTRY	NUMBER OF REQUIREMENTS 1956			NUMBER OF REQUIREMENTS 1957			
	Basic Country Survey (Extended) (Schedule)	Americans Abroad (Extended) (Schedule)	Integrated - Program Specify Num- bers and Languages	Basic Country Survey (Extended) (Schedule)	Americans Abroad (Extended) (Schedule)	Integrated - Program Specify Num- bers and Languages	
							NO.
Far East (China, Japan, Korea)							
South East Asia (Indo- China, Thailand, Burma, Indonesia, Malaya, Phil- ippines)							
South Asia (India, Pakis- tan, Afghanistan, Ceylon)							
USSR							
Eastern Europe (Satellite Countries, Yugoslavia, and East Germany)							
Western Europe							
Near East and Africa (Greece and Turkey)							
Latin America							
TOTAL							

S-E-C-R-E-T

FROM _____

COMPONENT _____