

**CONFIDENTIAL**

Approved For Release 2005/08/24 : CIA-RDP62-00939A000100060015-9

MINUTES

DIVISION TRAINING OFFICERS MEETING  
7 January 1955

ATTENDANCE:

[Empty rectangular box for attendance list]

The Chairman announced that [redacted] formerly Registrar, OTR, will now be on the staff of the PP Training Office. [redacted] is now Registrar, OTR, and [redacted] will be working with her.

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UNFINISHED BUSINESS

1. Use of the Cumulative Training Form. It was announced that the matter of the Cumulative Training Form originating in the Division Training Offices will be taken up at some future DDP/Admin Staff Meeting, and it was recommended that no further action be taken until after that meeting. It was agreed to follow this line.
2. Use of Training Evaluation Reports. The question was raised as to whether a member of the A&E Staff should be asked to another meeting to discuss use of Training Evaluation forms. It was unanimously agreed that the Chairman send a memorandum to A&E stating that Training Evaluations in their entirety be included in the Personnel Files in a closed envelope. This memo is to go forward after coordination with Personnel Offices in the Senior Staffs and Area Divisions.
3. Medical Screening of Candidates. The Medical Office will await the OTR lists and will then use these lists as a basis for medical screening of candidates [redacted]
4. Proposed Basic Area Training Program. The deadline for replies was moved to 7 January. Training Officers who have not already done so were requested to facilitate the submission of written comments together with a statement of requirements as requested.

NEW BUSINESS

1. Registration and Enrollment.
  - a. [redacted] for 24 January has low enrollment.
  - b. [redacted] for 24 Jan has been cancelled.

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JOB NO. [redacted] BOX NO. [redacted] FLD NO. [redacted] DOC. NO. 5 NO CHANGE  
IN CLASS/ DECISION CLASS CHANGED TO IS SC RET. JUST. 22  
NEXT REV DATE 89 [redacted] (NON) REVIEWE  
NO. PGS 2 CREATION DATE - ORG COMPI - OF II ORG CLASS S  
REV CLASS C REV COORD. - AUTH: HR 70-3

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- c. Admin Refresher for 14 Feb has no registrants at present.
  - d. Maximum enrollment for ITC will be changed from 20 to 10.
  - e. Audio will now include the 3-day orientation and a 4-6 week intensive course.
  - f. Students attending only the 3-4 weeks of the Ops Support course are to attend a 4-hour session during the 2nd week of the course.
2. Attendance at Training Officer Meetings. The question was raised as to whether or not Training Officer meetings are held too often or not often enough. It was agreed that they should continue to be held every other Friday but should be no longer than an hour.
  3. Channels of Communications with OTR. It was requested that Training Officers keep in mind the matter of going through proper channels in their contacts with OTR. [redacted] will be attached on a temporary status to the DD/P's office to handle special training problems of the DD/P. 25X1
  4. Waiver and Constructive Credit. The difference between waivers and deferments was discussed. It was decided that requests would now be either for constructive credit or deferment, and that there would no longer be a waiver without constructive credit but this would automatically become a deferment, the implication being that subject would subsequently take the required training.
  5. Procedure for Internal Language Training Requests.
    - a. Students should take four copies of the Training Request with them when going to see the instructor in the Language Division, OTR, with Items 1-14 filled out.
    - b. The instructor will fill in the appropriate part of the form and the student will then return all copies to the Training Officer who will then forward the Training Request thru proper channels.

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