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Annex
Barbara file
NO. 1/55

TRAINING OFFICERS MEETING

Thursday
6 Jan 55

SUMMARY OF PROCEEDINGS

ATTENDANCE:

Mr. Baird, D/TR

[Redacted attendance list]

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ANNOUNCEMENTS:

Director of Training (DTR) announced the following career development changes:

a) [Redacted], Language and External Training School, has accepted the position of Director of Training for the United States Information Agency.

b) [Redacted]

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UNFINISHED BUSINESS:

Field Distribution of Catalog of Courses

Final clearance for field distribution of the Catalog of Courses #200-1 will be obtained Monday, 10 January, when Staff "C" completes its sanitization of the catalog; printing will be completed by the end of the month.

Chairman of the Clandestine Services Training Committee will prepare a letter of transmittal for the signature of either Chief of Operations or Deputy Director (Plans) to accompany the field distribution of the catalog and insure its secure handling. Also, the letter will urge recipients to make the catalog accessible to all field personnel, particularly to those due to return on home leave.

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JOB NO. [Redacted] BOX NO. [Redacted] FLD NO. [Redacted] DOC. NO. [Redacted] NO CHANGE
IN CLASS/ [Redacted] CLASS CHANGED TO: [Redacted] RET. JUST. [Redacted]
NEXT REV DATE [Redacted] 6 Nov 59 REVIEWER [Redacted] TYPE DOC. [Redacted]
NO. PGS 4 CREATION DATE [Redacted] ORG COMP [Redacted] ORG CLASS S
REV CLASS [Redacted] REV COORD. [Redacted] AUTH: HR 70-3

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Chairman of the CS Training Committee will maintain distribution records of the field catalog.

Headquarters' Catalog #100-1 is being distributed according to a numbered control system that will facilitate future forwarding of amendments or additions.

2. Medical Screening of Training Candidates

After enrollment in Clandestine Methods and Techniques is closed, the Registrar, OTR, will submit a list of prospective students for the inspection of the Medical Office so that they may eliminate individuals with ailments which might interfere with their training. Hereafter, persons who have not had their annual physical examinations will no longer be excluded from instruction

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3. Status of Paper "Training and Essential Skills"

The paper "Training and Essential Skills" will be discussed in a future OTR Staff Meeting, following which a report will be made to the Training Officers.

4. OTR Registrar's Weekly Report

Registrar, OTR, announced that few or no enrollments had been received for the Evasion and Escape, Resistance Operations, or Air Operations courses and that only one more day remained for enrollment.

The high number of enrollees in course #11 of Clandestine Methods and Techniques dropped to 79 by the opening date of the course; one other person dropped out after the course began. More careful screening of candidates by qualified training officers should eliminate recurrence of the latter and preclude the resultant waste of time.

NEW BUSINESS:

1. Limits of Enrollments in Investigative Techniques and Audio-Surveillance

It was proposed and agreed that because of space problems the current enrollment limit of twenty persons in Investigative Techniques be reduced to ten; a larger class would necessitate the substitution of lectures for practical instruction.

Since the current enrollment figure is five individuals, this curtailment is not expected to impose a hardship on any office. And, because the course is a prerequisite for Audio-Surveillance, enrollments in the latter course will reflect a proportionate reduction.

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2. Reports Training Requirements

OTR has been made increasingly aware of mounting requirements for training in writing. Indications of these requirements have been expressed by various area divisions of DD/P, the Chief of Operations, DD/P, and has finally reached the attention of the Inspector General (IG). Representatives of his office have discussed this problem with OTR. It has been learned that the IG will recommend that DD/P supply a senior reports officer and two qualified assistants to serve as instructors to OTR in order to permit the beginning of a reports course.

3. National Intelligence Orientation

In view of the duplication of coverage which previously existed in Basic Orientation and Intelligence Principles and Methods with material previously presented in the National Intelligence Orientation, DTR has decided to revise the course content of the latter and reduce the duration of the course to two half-days of presentation. The first offering of the revised course will occur on 1 and 2 February 1955.

To meet a requirement within the Agency for up-to-date knowledge on organizational changes, key personnel assignments, and new policies and procedures, it was suggested that DD/P offices consider the advisability of sending returnees to an Agency Orientation Refresher, to be offered twice a month.

4. News Letter

DTR announced that the Deputy Director of Central Intelligence has made OTR responsible for the development and publication of a quarterly news letter. The news letter, as now contemplated, would be comprised of a headquarters and field edition. The objective of the news letter is to present informally a variety of information of general interest to all personnel not readily communicated with through other media.

5. Reserve Training Program

As a result of an OTR staff study, the Military Personnel Division has reached agreement with the Department of Defense to permit the active duty training of reservists by CIA in subjects which will prepare them for military duty with the Agency on and after "M" day. In meeting

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this new development, OTR will attempt to make as flexible as possible the application of training--either on a two-week package basis for military pay and credit, or offer courses of longer duration, the first fifteen days of which will be creditable for military reserve purposes. Upon completion of its analysis of this problem, OTR will coordinate its findings with the Military Personnel Division and the commanders of the reserve units within the Agency, and advise all Agency reservists concerned.

6. Requirements for External, Language, and Area Training for FY 1956-57

OTR reminded the committee that estimated requirements for external, language, and area training are due in OTR from all components of the Agency by 15 March in order that the OTR budget could be prepared on the most accurate possible basis. It was further announced that this subject would be discussed more fully at a subsequent meeting.

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