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Approved For Release 2005/08/16 : CIA-RDP62-00939A000100070001-3

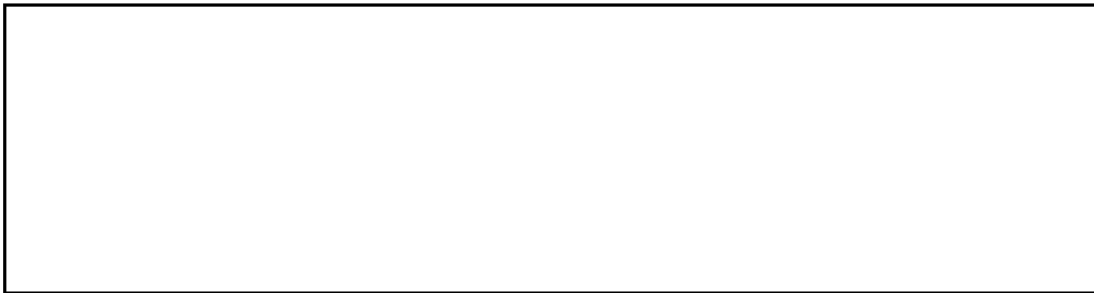
*CR
Ann D
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SUMMARY OF PROCEEDINGS

DD/I TRAINING LIAISON OFFICERS MEETING

18 October 1955

ATTENDANCE:



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1. Area-Language Training and Basic Country Survey

Chief, LETS, advised the group that an ad hoc committee, on which the DD/I was represented, were considering the proposed general scope and substance of the area country survey courses under consideration by OTR for presentation internally to personnel of all components within the Agency.

2. Procedure for Pre-language Training Interviews

The Training Liaison Officer/ORR, raised a question as to the need of DD/I applicants for language training to hand-carry enrollment request forms to individual instructors in each case. He pointed out that, in many instances, this simply resulted in a pro forma signature by the instructor on the training request form and that this action frequently involved substantial loss of time on the part of the prospective student in travelling back and forth between M Building and I Building. Chief, LETS, replied that the whole point of student-instructor meeting at this stage was to ensure that the student was enrolling in the course most appropriate to his language training requirements, and this was particularly important in the case of new students. It was agreed that this subject would be taken up by Chief, LETS, and each of the DD/I Offices that had experienced difficulties in this respect with a view toward simplifying procedures to eliminate unnecessary loss of time on the part of the enrollees.

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JOB NO. 62-00939A BOX NO. 1 FLD NO. 2 DOC. NO. 1 NO CHANGE
IN CLASS/ DECLASS/ CLASS CHANGED TO: TS S (C) RET. JUST. 22
NEXT REV DATE 89 REV DATE 6 Nov 79 REVIEWER _____ TYPE DOC. 03
Approved For Release 2005/08/16 : CIA-RDP62-00939A000100070001-3
REV CLASS C REV COORD. _____ AUTH: HR 70-3

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2. OTR Orientation for DD/I

OTR advised the group that the OTR Briefing for DD/I personnel would be limited in number to 30, and should consist of division chiefs, deputy division chiefs, branch chiefs, and deputy branch chiefs. It was agreed that the names of those selected would be furnished to [] for screening to hold the group to 30 in number and that the final list would be forwarded to DTR by 27 October.

4. Scheduling for A/E Services

Deputy Chief, A/E Staff, urged that training officers schedule A/E testing for personnel concurrently with their enrollment in the BOC or courses offered at [] in order that the instructor evaluations can be coordinated with the A/E test results in the final evaluations furnished to the trainee's supervisor. Instances in the past have indicated that unless this is done, the student escapes without pre-training testing which impairs the quality of the evaluation provided the supervisor and is disruptive to the A/E Staff in accomplishing the testing necessary for these purposes.

5. OTR Catalog of Courses

Training Liaison Officers expressed universal agreement with OTR that it was more efficient to produce an entirely new edition of the Catalog of Courses than to provide them with pages to be inserted in the current edition. The point was made that, while this may increase the printing bill of the Catalog, it will result in a saving on the part of those who must remove and destroy obsolete pages and replace them with current material. When the new edition of the Catalog is received from the printer, recipients will be requested to save only the covers of the current Catalog and to use them to bind the new sheets which are furnished them.

6. Training Liaison Officer for OBI

[] advised that OBI had established a slot for a TLO and that consideration was being given to filling it shortly. Meanwhile, [] DAD/OBI, would continue to act as TLO.

7. New Course Announcements

a. Chief, LETS, announced that a three-month, full-time, intensive course in Advanced Spoken Russian will be started on or before 14 November. Course enrollment will be limited to six students, three of whom have already been enrolled.

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b. [] representing the Chief/IS, announced the offering of a course on conference leadership to meet twice a week and that the Oral Briefing course, previously offered by the same instructor, will not be offered in the future since the requirements for it have been fulfilled. He also announced the beginning on 21 November of the Intelligence Writing course which will be offered half-days for a period of three weeks for a class of ten students.

8. Annual Estimates of Training Requirements

Chief, PPS, advised the group that the next request for estimated requirements for FY 56-57 will include internal training requirements as well as the area, language, and external training requirements previously requested. It was pointed out that this information is essential to OTR so that School Chiefs could balance their teaching load on the basis of these estimates and that the DTR could manage the assets of OTR more effectively. It was concluded that from the TLO's point of view, this was feasible, provided the results were regarded as estimates as distinguished from requirements. It was also noted that, in some instances, two or more Offices within the DD/I have been consistently developing such data for their own operations even though the results of this effort had not been requested by OTR.

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