

21 March 1966

MEMORANDUM FOR: Deputy Director of Training

SUBJECT : NPIC Unclassified Training Course

In regard to setting up an NPIC Unclassified Training program as requested, the following has been accomplished or is in process.

1. Room 441, 1000 Glebe has been provided to OTR by the A&E Staff as a classroom. OTR Security has approved the use of this room and Room 401 for the Photo Interpretation and Map Reading courses. Restricted area signs will be placed at the south stairway on the 4th floor and at the guard post for the north end. Special badges will be issued to the students by Security at Langley. Scheduling of these rooms has been coordinated with the Registrar Office.

2. NPIC and the writer have agreed on an outline for this course, copy attached. NPIC has agreed that once a student starts any phase of the course he will not be removed until that phase of the instruction is completed. All personnel have agreed to give the courses on the dates shown in the attached outline with the exception of writing, speaking, and geography. It is imperative that OTR come up with an instructor for a basic writing course for 11 - 15 April 1966. Speaking and geography courses are first given starting 31 May 1966.

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3. [redacted] PO/TR, has written a memorandum OP/RRPD, [redacted] requesting assistance in obtaining instructors for writing, speaking, and geography of the USSR and China (draft copy provided you by [redacted]). Total estimated cost of contract instructors for the above is \$1,200 for each three-month course.

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4. NPIC will provide the personnel to give the instruction in map reading and photo interpretation for the duration of the course. A meeting will be held at 1000 Glebe on 22 March to work out final details with the Intelligence Production Faculty on the use of Room 401 and Room 441 and instructional materials.

5. NPIC does not plan to place a project officer on duty at 1000 Glebe for the course but will choose the senior student to handle necessary administration and reporting. OTR has been requested to provide a project officer for this course. No commitment has been made to NPIC by the writer. It is recommended that a project officer be assigned for this course either by NPIC or OTR as soon as possible.

6. There has been no decision to date as to whether OTR or NPIC would be responsible for the costs involved for the contract instructor personnel. A decision by your office is requested.

7. A meeting will be held in Room 711, 1000 Glebe at 1000 on 24 March involving NPIC and OTR personnel on the administration, status, and plans for conducting the course.

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Attachment