

SECRET

# SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

19 August 1966

To: Agency Training Officers

## ANNOUNCEMENT OF NEW COURSE SUPPORT SERVICES REVIEW: TRENDS AND HIGHLIGHTS

The Office of Training will present a new course for professional support employees (Grades GS-9 through GS-15).

This three-day course will be held at [REDACTED]

25X1A

[REDACTED] Participants will be exposed to some of the more interesting aspects of the Agency's support activity. Emphasis will be on significant trends and developments in the Support Services rather than on organization and mission. Major Support Service elements will present their respective subjects, and there will be additional presentations on ADP; Records Management; and Planning, Programming, and Budgeting. Two evening sessions will be held; therefore, participants will remain overnight. Anticipated enrollment will be 50 persons for each running. The course will be offered at the following times:

25X1A

14 - 16 September 1966

19 - 21 October 1966

14 - 16 December 1966

1 - 3 March 1967

5 - 7 April 1967

7 - 9 June 1967

A Form 73 will be submitted for each applicant. Each Office will be responsible for preparing travel orders and handling reimbursement for the travel of their participants. OTR will provide administrative and travel instructions to be given to participants. Further information regarding the course can be obtained from the Course Chief Instructor, [REDACTED], on extension [REDACTED].

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification