

# SPECIAL BULLETIN

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

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No. [REDACTED]

7 August 1970

To: All Training Officers of the Agency

## Off-Campus Programs

In the past, CIA conducted an Off-Campus Program in cooperation with American University and George Washington University. The classes were held in the Headquarters Building and in other Agency buildings convenient to the majority of students. The program was known to be CIA and staffed by Agency employees. As such, the program was open only to overt Agency employees and closed to personnel under cover.

Early in 1970, the universities imposed certain restrictions which made it impossible to continue holding an Off-Campus Program for CIA employees only. George Washington University is establishing centers in Langley High School and in Reston, and American University is setting up a center in the RCA Building in Rosslyn. These installations, convenient to Agency buildings, will attempt to service not only CIA needs, but will offer courses designed to meet requirements of other organizations in those areas. As a result, the identity of a CIA program will no longer exist. All qualified employees may attend, and personnel under cover will be able to participate if cover considerations permit.

There are many excellent opportunities for after-hours Off-Campus Programs at other installations in the Headquarters area. The programs, offered by several universities, cover a wide range of subjects and are presented at convenient locations in Maryland, Virginia, and the District of Columbia.

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.

(over, please)

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GROUP 1  
Excluded from automatic  
downgrading and declassification

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Applications for sponsorship to attend Off-Campus courses should be submitted on Form 136 (Request for Training at non-Agency Facility) and forwarded to OTR/ISS/AIR, Room 835, 1000 N. Glebe Road, by 26 August 1970. All such requests which involve cover must be forwarded to the Central Cover Staff prior to submission to OTR/ISS/AIR. Students who are approved for sponsorship prior to 8 September will receive a tuition advance; those who are approved subsequent to that date will be reimbursed upon submission of a receipt for tuition payment. (Refer to Special Bulletin [REDACTED] 23 July 1970.)

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When received, the Off-Campus schedule of classes from both American University and George Washington University will be sent to Training Officers. Meantime, listed below are the courses to be offered in Langley, Reston, and the RCA Building in Rosslyn.

George Washington University  
Langley High School

Mgt 201 - Advanced Administrative Management -  
Tuesday  
Mgt 218 - Survey of Data Processing - Monday  
ECON 220 - Survey of Principles and Issues in Economics -  
Wednesday

Reston

B Ad 297 - Case Studies in Business Administration -  
Wednesday  
Mgt 207 - Human Behavior in Organizations -  
Thursday  
Mgt 287 - Relation of Government to Business -  
Tuesday

American University

Rosslyn - RCA Building

055.511 - Systems Approach - Monday  
055.530 - ADP Systems - Tuesday  
055.560 - Systems Design for Business Operations -  
Wednesday  
055.660 - Management Information and Reporting  
Systems - Thursday

Further information on Off-Campus programs may be obtained by calling OTR/ISS/AIR, [REDACTED]

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