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Approved For Release 2000/05/08 : CIA-RDP78-03090A000500040009-3
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OFFICE OF TRAINING SCHEDULE OF COURSES

January—June 1976

Tentative July—December 1976

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OFFICE OF TRAINING

SCHEDULE OF COURSES

	1976 Jan - Jun	TENTATIVE 1976 Jul - Dec
Administration Directorate Review: Trends & Highlights 4 days - full-time	17 - 20 Feb 20 - 23 Apr 25 - 28 May	21- 24 Sep 7 -10 Dec
Administrative Procedures 4 days - full-time	5 - 8 Jan 9 - 12 Feb 29 Mar - 1 Apr 24 - 27 May	13 - 16 Sep 18 - 21 Oct 6 - 9 Dec
Advanced Intelligence Seminar 2-1/2 weeks - full-time	14 - 30 Jan 10 - 26 Mar	18 Aug - 3 Sep 1 - 17 Dec
25X1A [REDACTED] 2 weeks - full-time	Given on request	
Anti-Narcotics Operations 3 days - full-time	10 - 12 May	11 - 13 Oct
Career Counseling Course 4 days - full-time	17 - 20 Feb 1 - 4 Jun	7 - 10 Sep 26 - 29 Oct
Chiefs of Station Seminar 2 weeks - full-time	17 - 27 Feb 22 Mar - 2 Apr 7 - 18 Jun	NONE SCHEDULED
China Familiarization 1 week - full-time	19 - 23 Apr	4 - 8 Oct
25X1A [REDACTED] 1 week - full-time	2 - 6 Feb 15 - 19 Mar 17 - 21 May	13 - 17 Sep 8 - 12 Nov
CIA Senior Seminar Approx. 10 weeks - full-time	18 Apr - 18 Jun	19 Sep - 24 Nov

	1976 Jan - Jun	TENTATIVE 1976 Jul - Dec
CIA Today & Tomorrow 3 days - full-time (4th day for DDO)	2 - 5 Mar 15 - 18 Jun	19 - 22 Oct
Countering Terrorist Tactics 1 week - full-time	9 - 13 Feb (optional) 15 - 19 Mar (optional) 17 - 21 May 7 - 11 Jun	2 - 6 Aug 20 - 24 Sep 18 - 22 Oct 15 - 19 Nov
DDO Operations Orientation for DDS&T 1 week - full-time	TO BE ANNOUNCED	27 Sep - 1 Oct
Effective Briefing 10 weeks - part-time (Friday mornings)	9 Jan - 12 Mar 19 Mar - 21 May	10 Sep - 12 Nov
Effective Writing 2 weeks - part-time	5 - 15 Jan 1 - 11 Mar 3 - 13 May	6 - 16 Jul 2 - 12 Aug 13 - 23 Sep 4 - 15 Oct 1 - 11 Nov
Employee Development Course for Office Workers (EDC) 4 days - full-time	13 - 16 Jan 27 - 30 Jan 10 - 13 Feb 2 - 5 Mar 23 - 26 Mar 6 - 9 Apr 27 - 30 Apr 11 - 14 May 1 - 4 Jun 29 Jun - 2 Jul	13 - 16 Jul 10 - 13 Aug 24 - 27 Aug 14 - 17 Sep 28 Sep - 1 Oct 19 - 22 Oct 9 - 12 Nov 7 - 10 Dec
Equal Employment Opportunity (EEO) Seminar 2 days - full-time	19 - 20 Jan 17 - 18 Feb 16 - 17 Mar 20 - 21 Apr 25 - 26 May	13 - 14 Jul 8 - 9 Sep 13 - 14 Oct 27 - 28 Oct 23 - 24 Nov
Field Administration 3 weeks - full-time	12 - 30 Jan 1 - 19 Mar 26 Apr - 14 May 7 - 25 Jun	16 Aug - 3 Sep 1 - 19 Nov

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	1976 Jan - Jun	TENTATIVE 1976 Jul - Dec
Financial Management Training Program		
Survey of Financial Management 3 days - full-time	6 - 8 Jan	21 - 23 Sep
Fundamentals of Budgeting One week - full-time (Plus one day the following week)	9 - 13 & 20 Feb 5 - 9 & 16 Apr 17 - 21 & 28 May	4 - 8 & 15 Oct 29 Nov - 3 & 10 Dec
Accounting Control 3 days - full-time	17 - 19 Feb 13 - 15 Apr 25 - 27 May	12 - 14 Oct 7 - 9 Dec
Applied Financial Management 3 days - full-time	24 - 26 Feb 20 - 22 Apr 1 - 3 Jun	19 - 21 Oct 14 - 16 Dec
Fundamentals of Supervision and Management 1 week - full-time	5 - 9 Jan 2 - 6 Feb 12 - 16 Apr 17 - 21 May 21 - 25 Jun	16 - 20 Aug 13 - 17 Sep 18 - 22 Oct 15 - 19 Nov 6 - 10 Dec
Information Science for Financial Management 3 weeks - full-time		26 Oct - 12 Nov
Information Science for Imagery Analysis 2 weeks - full-time	8 - 19 Mar	19 - 30 Jul 6 - 17 Dec
Information Science for Intelligence Functions 4 weeks - full-time	26 Jan - 20 Feb 10 May - 4 Jun	7 Sep - 1 Oct
Information Science for Managers I 1 week - full-time	23 - 27 Feb	18 - 22 Oct
Information Science for Managers II 2 weeks - full-time	12 - 23 Apr	29 Nov - 10 Dec

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	1976	TENTATIVE 1976
	Jan - Jun	Jul - Dec
Instructor Training Workshop 10 days - full-time	Given on request	
Intelligence Engineering Systems Analysis 18 weeks - 1/2 days on alternate Friday mornings		10 Sep - 6 May 1977
Intelligence Information Reports & Requirements Course (IIRR) 1 week - full-time	1 - 6 Feb 16 - 21 May	17 - 22 Oct
Intelligence in World Affairs 3 weeks - full-time	26 Jan - 13 Feb 15 Mar - 2 Apr 26 Apr - 14 May	12 - 30 Jul 13 Sep - 1 Oct 18 Oct - 5 Nov 22 Nov - 10 Dec
Intelligence Process Course (IPC) 5 weeks - full-time	12 Jan - 13 Feb 19 Apr - 21 May	13 Sep - 15 Oct
International Economics for Operations Officers 1 week - full-time	12 - 16 Jan 17 - 21 May	20 - 24 Sep
Introduction to Micrographics (DDA/ISAS) 2 days - full-time	27 - 28 Jan 14 - 15 Apr	14 - 15 Jul 13 - 14 Oct
Introductory Operations Course (IOC) 4 weeks - full-time	5 - 30 Jan 19 Apr - 14 May	13 Sep - 8 Oct
Language Courses	See page 8	
Management by Objectives 3 days - full-time	21 - 23 Jan 24 - 26 Feb 29 - 31 Mar 19 - 21 Apr 4 - 6 May 15 - 17 Jun	8 - 10 Sep 29 Sep - 1 Oct 17 - 19 Nov
Management by Objectives Workshop 2 days - full-time (in addition to 3-5 pre-workshop sessions)	Given on request	

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	1976 Jan - Jun	TENTATIVE 1976 Jul - Dec
Management Seminar 2 weeks - full-time	12 - 23 Jan 15 - 26 Mar 10 - 21 May	19 - 30 Jul 20 Sep - 1 Oct 8 - 19 Nov
Managerial Grid 5 days - full-time (Sunday evening through Friday noon)	18 - 23 Jan 29 Feb - 5 Mar 23 - 28 May	29 Aug - 3 Sep 17 - 22 Oct 12 - 17 Dec
Midcareer Course 5 weeks - full-time	25 Jan - 27 Feb 21 Mar - 23 Apr 16 May - 18 Jun	12 Sep - 15 Oct 14 Nov - 17 Dec
Office Management Seminar 4 days - full-time	11 - 14 May	26 - 29 Oct
Operational Records I 2 days - full-time	12 - 13 Jan 23 - 24 Feb 29 - 30 Mar 1 - 2 Jun	30 - 31 Aug 28 - 29 Oct 6 - 7 Dec
Operational Records II 1 week - full-time	19 - 23 Jan 1 - 5 Mar 5 - 9 Apr 7 - 11 Jun	13 - 17 Sep 8 - 12 Nov 13 - 17 Dec
Operational Records III 1 day - full-time	11 Feb 14 Apr 16 Jun	22 Sep 17 Nov
Operations Course (OC) 10 weeks - full-time	2 Feb - 9 Apr 17 May - 23 Jul	11 Oct - 17 Dec
Orientation for CTs 1 week - full-time	12 - 16 Apr	13 - 17 Sep
25X1A [REDACTED] 2 weeks - full-time		Given on request
Performance Evaluation Workshop 2 days - full-time		Given on request
Preparing for Overseas Assignment (POA) 3 days - full-time	3 - 5 Feb 6 - 8 Apr 1 - 3 Jun	13 - 15 Jul 7 - 9 Sep 16 - 18 Nov

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	1976 Jan - Jun	TENTATIVE 1976 Jul - Dec
Project Officer in the Contract Cycle 1 week - full-time	2 - 6 Feb	4 - 8 Oct 6 - 10 Dec
Records Management Training Program		
File Systems & Procedures 1 day - full-time	3 Mar 19 May	Week of 13 Sep
Records Disposition I one-half day	4 Mar 20 May	Week of 13 Sep
Records Disposition II 1 day - full-time	8 Mar 24 May	Week of 13 Sep
Forms Management 2 days - full-time	1 - 2 Mar 17 - 18 May	Week of 13 Sep
Records Management Survey one-half day	4 Mar 20 May	Week of 13 Sep
Forms Analysis and Design 6 days - full-time	Given on request	
Scientific & Technical Collection for DO Officers 6 days - full-time	2 - 9 Jun	--
Senior Operations Course (SOC) 5 weeks - full-time	12 Jan - 13 Feb 12 Apr - 14 May	6 Sep - 8 Oct 8 Nov - 10 Dec
Soviet/East European Operations (DO/SE) 7 days - full-time	19 - 27 Jan 15 - 23 Mar 3 - 11 May 14 - 22 Jun	23 - 31 Aug 8 - 16 Nov
Special Operations Modular Training [REDACTED] 1-3 weeks per module - full-time	Given on request	
Special Operations Training [REDACTED] 14 weeks - full-time		9 Aug - 12 Nov
Survey of Intelligence Information Systems 3 weeks - full-time	23 Feb - 12 Mar 7 - 25 Jun	1 - 19 Nov

25X1A
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	1976	TENTATIVE
	Jan - Jun	1976 Jul - Dec
System Dynamics: Principles & Applications 2 weeks - full-time	12 - 23 Jan 26 Apr - 7 May	27 Sep - 8 Oct
USSR Country Survey 2 weeks - full-time	24 May - 4 Jun	8 - 19 Nov
Writing Better Reports 2 weeks - part-time	5 - 16 Jan 2 - 13 Feb 1 - 12 Mar 5 - 16 Apr 3 - 14 May 31 May - 11 Jun	6 - 16 Jul 2 - 13 Aug 4 - 15 Oct 1 - 12 Nov

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ADMINISTRATIVE - INTERNAL USE ONLY
LANGUAGE TRAINING COURSES*
(3 students minimum)

Beginning Dates 1976

Course	Type	FT/PT	Length	Jan	Mar	May	July	Sept	Oct	Nov		
Arabic 01C	FAM	PT	30 hours	TO BE NEGOTIATED								
Arabic 51C	RU	FT	44 weeks	-	-	-	-	-	-	1		
Chinese 01C	FAM	PT	30 hours	TO BE NEGOTIATED								
Chinese 11C	RSU	FT	44 weeks	5	-	-	5	-	-	-		
Chinese 21C	RSU	PT	1400 hours	TO BE NEGOTIATED								
Chinese 51C	RU	FT	44 weeks	TO BE NEGOTIATED								
Chinese 81C	R	PT	600 hours	TO BE NEGOTIATED								
French 11C	RSU	FT	24 weeks	5	1	-	5	-	4	-		
French 19C	RSU	FT	12 weeks	5	1	-	5	-	4	-		
French 21C	RSU	PT	400 hours	TO BE NEGOTIATED								
French 21H	RSU	PT	38 weeks	-	-	-	-	13	-	-		
French 22H	RSU	PT	38 weeks	-	-	-	-	13	-	-		
French 23H	RSU	PT	38 weeks	-	-	-	-	13	-	-		
French 51C	RU	FT	24 weeks	TO BE NEGOTIATED								
French 81C	R	PT	240 hours	TO BE NEGOTIATED								

*For course descriptions see OTR Catalog

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Beginning Dates 1976

Course	Type	FT/PT	Length	Jan	Mar	May	July	Sept	Oct	Nov
French 81H	R	PT	38 weeks	-	-	-	-	13	-	-
French 82H	R	PT	38 weeks	-	-	-	-	13	-	-
German 11C	RSU	FT	28 weeks	5	-	3	-	6	-	-
German 21C	RSU	PT	500 hours	5	-	3	-	6	-	-
German 51C	RU	FT	28 weeks	TO BE NEGOTIATED						
German 81C	R	PT	300 hours	-	-	-	-	6	-	-
Greek 01C	FAM	PT	24 hours	TO BE NEGOTIATED						
Greek 11C	RSU	FT	44 weeks	5	-	3	-	6	-	-
Greek 21C	RSU	PT	700 hours	TO BE NEGOTIATED						
Greek 51C	RU	FT	44 weeks	TO BE NEGOTIATED						
Greek 81C	R	PT	450 hours	TO BE NEGOTIATED						
Indonesian 11C	RSU	FT	24 weeks	-	-	3	-	-	-	1
Indonesian 21C	RSU	PT	400 hours	TO BE NEGOTIATED						
Indonesian 51C	RU	FT	24 weeks	TO BE NEGOTIATED						
Indonesian 81C	R	PT	240 hours	TO BE NEGOTIATED						
Italian 11C	RSU	FT	24 weeks	5	-	-	-	6	-	-
Italian 19C	RSU	FT	12 weeks	TO BE NEGOTIATED						

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Beginning Dates 1976

Course	Type	FT/PT	Length	Jan	Mar	May	July	Sept	Oct	Nov
Italian 21C	RSU	PT	400 hours	TO BE NEGOTIATED						
Italian 51C	RU	FT	24 weeks	TO BE NEGOTIATED						
Italian 81C	R	PT	240 hours	TO BE NEGOTIATED						
Japanese 01C	FAM	PT	40 hours	TO BE NEGOTIATED						
Japanese 11C	RSU	FT	44 weeks	-	-	-	-	6	-	-
Japanese 21C	RSU	PT	1400 hours	TO BE NEGOTIATED						
Japanese 51C	RU	FT	44 weeks	TO BE NEGOTIATED						
Japanese 81C	R	PT	600 hours	TO BE NEGOTIATED						
Persian 01C	FAM	PT	30 hours	TO BE NEGOTIATED						
Persian 11C	RSU	FT	36 weeks	-	-	-	-	6	-	-
Persian 31C	SU	FT	24 weeks	TO BE NEGOTIATED						
Persian 51C	RU	FT	36 weeks	TO BE NEGOTIATED						
Persian 81C	R	PT	300 hours	TO BE NEGOTIATED						
Polish 11C	RSU	FT	32 weeks	TO BE NEGOTIATED						
Polish 21C	RSU	PT	700 hours	TO BE NEGOTIATED						
Polish 51C	RU	FT	32 weeks	TO BE NEGOTIATED						
Polish 81C	R	PT	400 hours	TO BE NEGOTIATED						

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Course	Type	FT/PT	Length	Jan	Mar	May	July	Sept	Oct	Nov
Portuguese 11C	RSU	FT	24 weeks	-	1	-	-	-	4	-
Portuguese 19C	RSU	FT	12 weeks	-	1	-	-	-	4	-
Portuguese 51C	RU	FT	24 weeks	TO BE NEGOTIATED						
Portuguese 81C	R	PT	240 hours	TO BE NEGOTIATED						
Romanian 11C	RSU	FT	24 weeks	TO BE NEGOTIATED						
Romanian 21C	RSU	PT	500 hours	TO BE NEGOTIATED						
Romanian 51C	RU	FT	24 weeks	TO BE NEGOTIATED						
Romanian 81C	R	PT	300 hours	TO BE NEGOTIATED						
Russian 01H	FAM	PT	38 hours	-	1	-	-	13	-	-
Russian 11C	RSU	FT	48 weeks	5	-	3	-	6	-	-
Russian 21C	RSU	PT	700 hours	5	-	3	-	6	-	-
Russian 21H	RSU	PT	38 weeks	-	-	-	-	13	-	-
Russian 22H	RSU	PT	38 weeks	-	-	-	-	13	-	-
Russian 23H	RSU	PT	38 weeks	-	-	-	-	13	-	-
Russian 51C	RU	FT	48 weeks	TO BE NEGOTIATED						
Russian 81C	R	PT	400 hours	TO BE NEGOTIATED						

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Beginning Dates 1976

Course	Type	FT/PT	Length	Jan	Mar	May	July	Sept	Oct	Nov		
Russian 81H	R	PT	38 weeks	-	-	-	-	13	-	-		
Russian 82H	R	PT	38 weeks	-	-	-	-	13	-	-		
Russian 85H	R	PT	38 weeks	-	-	-	-	13	-	-		
Russian 86H	R	PT	38 weeks	-	-	-	-	13	-	-		
Russian 87H	R	PT	38 weeks	-	-	-	-	13	-	-		
Russian 88H	R	PT	38 weeks	-	-	-	-	13	-	-		
Spanish 11C	RSU	FT	24 weeks	5	1	-	5	-	4	-		
Spanish 19C	RSU	FT	12 weeks	5	1	-	5	-	4	-		
Spanish 21C	RSU	PT	400 hours	TO BE NEGOTIATED								
Spanish 21H	RSU	PT	38 weeks	-	-	-	-	13	-	-		
Spanish 22H	RSU	PT	38 weeks	-	-	-	-	13	-	-		
Spanish 23H	RSU	PT	38 weeks	-	-	-	-	13	-	-		
Spanish 51C	RU	FT	24 weeks	TO BE NEGOTIATED								
Spanish 81C	R	PT	240 hours	TO BE NEGOTIATED								
Spanish 81H	R	PT	38 weeks	-	-	-	-	13	-	-		
Spanish 82H	R	PT	38 weeks	-	-	-	-	13	-	-		
Thai 01C	FAM	PT	30 hours	TO BE NEGOTIATED								

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Beginning Dates 1976

Course	Type	FT/PT	Length	Jan	Mar	May	July	Sept	Oct	Nov
Thai 11C	RSU	FT	36 weeks	5	-	-	-	6	-	-
Thai 21C	RSU	PT	700 hours	TO BE NEGOTIATED						
Thai 51C	RU	FT	36 weeks	TO BE NEGOTIATED						
Thai 81C	R	PT	400 hours	TO BE NEGOTIATED						
Turkish 11C	RSU	FT	36 weeks	-	1	-	-	6	-	-
Turkish 51C	RU	FT	36 weeks	TO BE NEGOTIATED						
Vietnamese 11C	RSU	FT	36 weeks	5	-	-	-	6	-	-
Vietnamese 51C	RU	FT	36 weeks	TO BE NEGOTIATED						
Vietnamese 81C	R	PT	240 hours	TO BE NEGOTIATED						

- RSU - Reading, Speaking, and Understanding
- R - Reading
- RU - Reading and Understanding
- SU - Speaking and Understanding
- FAM - Familiarization
- FT - Full-time
- PT - Part-time
- C - Chamber of Commerce
- H - Headquarters

For course descriptions see OTR Catalog.

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NOTES TO TRAINING OFFICERS

1. OTR WRITING COURSES

WRITING BETTER REPORTS:

The number of runnings of the Writing Better Reports Course will be increased, beginning in January 1976, from eight to ten a year. Each two-week running of the course will be divided into eight half-day sessions (0900-1200 hours). Sessions will be held on Mondays, Tuesdays, Thursdays and Fridays. In weeks that include holidays, Wednesday sessions will be held.

Dates for runnings of the course during 1976 are as follows: 5-16 January, 2-13 February, 1-12 March, 5-16 April, 3-14 May, 31 May-11 June, 6-16 July, 2-13 August, 4-15 October and 1-12 November.

Writing Better Reports attempts to improve understanding of Agency writing, provide better grasp of the key writing approaches in the various Agency directorates and make possible more assured control of important elements of good writing for intelligence. Class members are expected to master such aspects as clarity, accuracy, structure and logic. They are further required to complete a series of writing exercises, each of which addresses itself to a specific area of writing problems frequently encountered in the Agency. Students are given extensive individual counseling by the instructor, who reviews their work in detail.

EFFECTIVE WRITING COURSE:

The goals of OTR's Effective Writing Course differ from those of Writing Better Reports in that Effective Writing concentrates on such basic English writing aspects as outlining, sentence structure, subject/verb agreement, parallelism and spellings.

Each two-week running of the Effective Writing Course is divided into eight half-day sessions (0900-1200 hours). Sessions will be held on Mondays, Tuesdays, Wednesdays and Thursdays. In weeks that include holidays, Friday sessions will be held.

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Dates for runnings of the course during 1976 are as follows: 5-15 January, 1-11 March, 3-13 May, 6-16 July, 2-12 August, 13-23 September, 4-15 October and 1-11 November.

ENROLLMENT:

The administrator for these two courses screens all incoming Forms 73 to assure placement of applicants in the course most suited to their needs. Generally speaking, professionals and subprofessionals desiring to improve their specialized writing approaches to perform their work more efficiently should attend Writing Better Reports. Clerical personnel and subprofessionals who require remedial instruction in grammar, spelling, etc., should enroll in the Effective Writing Course.

If the course administrator feels the student is enrolled in the wrong course, he may request the training officers submitting Forms 73 to change courses to assure proper placement of applicants.

2. The Forms Analysis and Design Course scheduled for 2-7 November 1975 has been changed to 9-14 November 1975.

OTR/TSS/RG

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15 AUGUST 1975

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