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TR CC 100-1

CATALOG OF COURSES

OFFICE OF TRAINING

This Catalog supersedes TR CC 100-1, December 1954

Distribution:

- 1AB
- 2A (mod)
- 3A (mod)
- 4AB
- 5AB
- 6A (mod)

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25X1A

November 1955

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PREFACE

1. This catalog sets forth the objectives and content of courses given by, or arranged through, the Office of Training. In addition, it provides information on certain Non-OTR training conducted by other Agency components. It has been prepared to assist all Agency officials in planning the development of personnel through training. Arrangements for training should be made through the Training Officer in each case.
2. Available courses of training are grouped within this catalog according to the following sections: "B" (Basic Training), "I" (Intelligence Training), "L" (Language and External Training), "O" (Operations Training), "T" (Technical Training), and "N" (Non-OTR Training).
3. Courses grouped under sections "O" and "T" are restricted to personnel serving with the Clandestine Services. Other courses are open to personnel from all CIA components. Accordingly, this catalog has been prepared and distributed throughout Headquarters in two versions. This permits distribution to each B-level recipient of a catalog appropriate to his needs, and assures availability of the complete version to all A-level recipients for their information.
4. Each course listing provides the following information: course title, brief statement of course objectives, prerequisites in terms of security clearance and prior training or equivalent experience, limitations on enrollment, duration, location and, with the exception of some clerical courses, a description of the course content and the method of instruction employed.
5. In addition to those at Agency facilities, courses at Department of Defense schools and a variety of other professional courses are available to CIA personnel. These external courses are listed in the "L" section of the Catalog, and enrollment is arranged through the Office of Training. Enrollment in certain senior non-Agency courses is subject to prior action by Agency selection panels.
6. Under certain circumstances, the Office of Training is prepared to conduct special courses and training programs for personnel of other IAC agencies. For some OTR courses, quotas are established for representatives of the intelligence community.
7. For the convenience of the user, this catalog includes an Administrative Foreword, providing detailed information relative to planning training programs and initiating requests for training; a Table of Contents; and a set of Long-Term Schedules, providing course date and duration information.

MATTHEW BAIRD
Director of Training

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BASIC TRAINING

Enrollment Procedures

1. Enrollment in the following courses is part of entrance-on-duty processing for new personnel (Regulation [REDACTED])

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B-9 Clerical Induction

B-10 Clerical Orientation

B-1 CIA Introduction

Security Introduction

2. Enrollment in the Basic Orientation course is required of all entrance-on-duty professional personnel (Regulation [REDACTED]). Training Request Form 73 (4 copies) will be submitted to the Registrar, OTR, for new personnel as well as for those on-duty personnel who register for the course:

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- a. Registration will remain open until 1700 hours on the Wednesday preceding the beginning of the course to accommodate entrance-on-duty personnel only.

- b. Training requests for on-duty personnel should reach the Registrar by the Monday preceding the beginning of the course.

3. Enrollment in the remaining courses of Basic Training is by submission of Form 73 (4 copies) to Registrar, OTR. Training requests should reach the Registrar not later than the Monday preceding the beginning of the course.

ADMINISTRATIVE FOREWORD

1. With the exception of OTR covert training, the office of the Registrar, OTR, is the focal point for all information relative to training programs conducted by OTR. Training Officers may consult the Registrar to obtain clarification concerning schedules, pre-course testing, quotas, enrollment procedures, and similar matters. The Registrar also maintains files on training records and evaluations.

2. Copies of training evaluations are directly distributed by the Assessment and Evaluation Staff, OTR, to the Office of Personnel and the component concerned. Any questions concerning these evaluations should be directed to the A & E Staff.

3. Students must complete a testing program prior to admittance to the Basic Orientation, Operations Familiarization, Operations Support, and Operations courses. This one day, pre-training testing program is administered by the A & E Staff on any Friday prior to the beginning of the course. Training Officers will directly contact the A & E Staff to schedule students for the testing program.

4. Requests for training conducted by OTR are prepared and submitted in accord with procedures set forth, under appropriate headings, in the succeeding pages of this Administrative Foreword. Requests for training conducted by Non-OTR Agency components are prepared and submitted in accord with procedures set forth under the headings, TECHNICAL TRAINING and NON-OTR CONDUCTED TRAINING.

5. Requests for covert OTR training should be sent to the Assistant Chief, Covert Training, OTR, through the Senior Staff Training Officer. Requests for covert TSS training should be sent to the Chief, TSS Training Division, through the Senior Staff Training Officer and the CI Staff (C/CI/OA).

6. The Director of Training prescribes the administrative conditions under which students participate in OTR training programs. This embraces cover, security, travel, per diem, time and leave, advances, accountings for funds, training materials, and equipment.

7. The Director of Training determines the amount and provides the funds necessary to meet costs of OTR training programs.

8. The Office of Personnel is responsible for time, leave, and pay matters for personnel occupying Career Development Slots.

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ADDENDUM

Chart No. 1, May 1956 (Revised) of the Schedule of Courses, distributed with this revision to the Catalog of Courses, reflects changes in the curricula and the organization of the Office of Training which are not detailed in the course descriptions in the Catalog or the revisions attached hereto.

These changes are:

1. The combining of the Basic and Intelligence Schools into one school: the Intelligence School.
2. The establishment of a new school: the International Communism School.
3. The extension of the Basic Orientation course from three (3) to four (4) weeks to broaden the study of basic intelligence and to incorporate a two (2) week phase on the subject of International Communism.

Schedules given on Chart No. 1, May 1956 (Revised), are accurate. Subsequent revisions to schedules and course curricula will be published in the OTR Bulletin.

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INTELLIGENCE TRAINING

Enrollment Procedures

Application for Intelligence courses will be submitted on Training Request Form 73 (4 copies) to Registrar, OTR. Training requests should reach the Registrar not later than the Monday preceding the beginning of the course.

LANGUAGE AND AREA TRAINING (INTERNAL)

Enrollment Procedures

1. Four weeks prior to application for language or area training, the prospective student will make an appointment through his Training Officer for an interview with the appropriate instructor in the Language and External Training School, OTR. When language training is involved, the Training Officer will make arrangements for the student to take the Language Aptitude Test at least one week before the scheduled interview.
2. Training Request Form 73 (2 copies), completed in accordance with instructions by the Training Officer, will be brought by the student to the interview. At this time the form will be completed and signed by the instructor and returned to the student.
3. Thereafter, Form 73 (2 copies) must be forwarded through channels to arrive at the Registrar, OTR, two weeks before the beginning of the course.

EXTERNAL TRAINING

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A. Enrollment Procedures

1. Application for External Training courses. (Regulation [REDACTED] will be made on Training Request Form 51-136. All Applications will be forwarded to the Registrar, OTR, through the Employees Activities Branch, Office of Security, DDS.
2. Applications for full-time programs of study at other Government agencies, and academic institutions in the Washington area, should be in OTR at least one, and preferably three, months prior to registration. Applications for full-time training at academic institutions outside the Washington area should be in OTR at least three, and preferably six, months prior to registration.
3. Applications for part-time training programs at academic institutions in the Washington area should be in OTR one month before the last day of registration at the university.
4. In cases where the training is contingent upon approval of a Career Development Slot, the contingency must be indicated in item #24 of Training Request Form 51-136. The originating office must also forward a memorandum to the CIA Career Council requesting a Career Development Slot.

B. Administrative Control

The student will be notified through his Training Officer at the time his application for training has been approved. The Processing Section, Administrative Branch, OTR, will establish a processing schedule for the trainee. Strict adherence to this schedule will ensure complete and timely processing. The Processing Section will arrange for cover and security, and will instruct the student on aspects of his program, including tuition, pay administration, travel, and per diem.

NON-OTR CONDUCTED TRAINING

A. Communications Training

1. The Office of Communications Training Officer is the focal point for all information relative to communications training. For detailed information regarding schedules, enrollment procedures, and similar matters, contact the Training Officer. The Office of Communications maintains permanent communications training records. Copies of training evaluations are forwarded to the Office of Personnel and to the component concerned.
2. The Office of Communication Request for Training (Form 51-112) should be forwarded to the OC Training Officer three weeks prior to the course starting date in order to permit time for procurement of the required cryptographic clearance.
3. For additional courses offered by the Office of Communications, not listed in the Non-OTR section of this OTR Catalog of Courses, request the Communications Course Catalog by calling the OC Training Officer.

B. Medical Training

The Medical Staff Training Officer is the focal point of contact for all information pertaining to Medical Training. For information regarding schedules, enrollment procedures, and similar matters, contact the Training Officer.

C. Office of Research and Reports

The Office of Research and Reports Training Officer is the focal point of contact for all information pertaining to ORR training. Application for training will be made to the Training Officer, on Training Request Form 73 (2 copies), at least ten days before the starting date of the course.

D. Office of Central Reference

The Office of Central Reference Training Officer is the focal point of contact for all information pertaining to Office of Central Reference training. Application for training will be made to the Training Officer, on Training Request Form 73 (2 copies), at least ten days before the starting date of the course.

E. Office of Logistics

1. Logistics Support Course

Training requests for this course should be submitted on Training Request Form 73 (3 copies) to the Office of Logistics Training Officer, not later than ten days before the starting date of the course.

2. Other Logistics Training

Requests for tutorial, on-the-job, or orientation training should be made in the same form as above, but should be submitted three weeks in advance of the starting date.

F. Office of Security

The Security Introduction course is scheduled by the Office of Personnel for new personnel as part of the Entrance-on-duty procedure. For information regarding this, or other Security training, contact the Office of Security Training Officer.

OPERATIONS TRAINING

- A. This administrative information applies to Operations courses given to staff employees at Headquarters, or at training sites other than Headquarters.
1. Enrollment Procedures - Application for Headquarters courses will be made on Training Request Form 73 (4 copies) submitted to the Registrar, OTR, not later than the Monday preceding the beginning of the course. Application for courses given at sites will be made on Form 73 submitted to the Registrar, OTR, not later than the third Friday preceding the beginning of the course.
 2. Briefings - Each student enrolling in courses at training sites other than Headquarters will receive two briefings at Headquarters. The initial briefing will be sent to the student by the Registrar, OTR, under a memorandum stating when and where the subsequent briefing will take place. It usually is conducted on the Wednesday preceding the opening date of the course and is mandatory for all students.
 3. Cover - Operations courses at training sites are conducted under cover. Information concerning the sites, their location, and their identification with the Agency will not be revealed to families or other unauthorized persons. Complete details of cover will be given at the second briefing.
- B. Operations courses are available for training staff agent and contract agent personnel, both American and foreign nationals. This training is conducted on a project basis. Complete administrative and security details must be arranged with Assistant Chief, Covert Training, OTR.

TECHNICAL TRAINING

Enrollment Procedures

1. Application for technical training conducted by TSS/DDP will be made on Training Request Form 73 submitted to the Registrar, OTR. All Technical training courses will be listed on a single Form 73, plus one copy of the form for each of the courses requested.
2. When OTR courses are combined with Technical training courses on a Form 73, the form will be prepared in four copies plus one additional copy for each of the Technical courses requested.
3. Training requests should reach the Registrar, OTR, not later than the Monday preceding the beginning of the course.

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LANGUAGE AND EXTERNAL

LANGUAGE (INTERNAL)

(See Introduction and Index to this section of the Catalog)

Course

Section and Course No.

NON-OIR CONDUCTED TRAINING

COMMUNICATIONS

Staff Cryptographic Systems (Manual) Briefings

Staff Cryptographic Systems (Manual)

Staff Cryptographic Systems (Manual) Refresher

MEDICAL

First Aid

Individual Medical Support

Medical Terminology

OFFICE OF RESEARCH AND REPORTS

Physical and Economic Geography of the U.S.S.R.

Industrial Photographic Intelligence

OFFICE OF CENTRAL REFERENCE

Intelligence Subject Code

OFFICE OF LOGISTICS

Logistics Support

OFFICE OF SECURITY

Security Introduction

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2 July BOC is 3 wks, ending 20 July
No other changes

INTELLIGENCE SCHOOL SCHEDULE

COURSE TITLE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
B.1 CIA INTRODUCTION **	EOD PROCESSING											
B.2 CIA REVIEW **	EOD PROCESSING											
B.3 BASIC ORIENTATION	2 DD/P-DD/S 27		4 DD/I-DD/S 28	1 DD/P-DD/S 26	29 DD/I-DD/S 23	26 DD/P-DD/S 21	7 DD/I-DD/S 1	4 DD/P-DD/S 1	4 DD/I-DD/S 29	1 DD/P-DD/S 26	29 DD/I-DD/S 24	27 DD/P-DD/S 21
B.4 ADMINISTRATIVE PROCEDURES	2 20		10 28		3 21		11 19		8 26		5 24	17 5
B.5 OPERATIONS SUPPORT		30	31		29	30	7	8	4	5	29	31
B.7 BASIC SUPERVISION **			24 9 5	22 5 2	26 9 7		7 12 18	4 9 15	11 5 22	8 9 19	6 12 17	3 9 14
B.8 BASIC MANAGEMENT **	9 11 20		10 11 21	8 12 19	5 13 19	26 9 7	10 11 21		25 13 8	25 11 5	22 12 3	13 13 24
B.9 CLERICAL INDUCTION	EOD PROCESSING											
B.10 CLERICAL ORIENTATION	EOD PROCESSING											
B.11 CLERICAL RE-ORIENTATION	SCHEDULED UPON REQUEST											
B.12 CLERICAL REFRESHER PROGRAM	9	3		5 15	9 19	14	7	1 11	8	18	12 22	17 27
B.20 INSTRUCTIONAL TECHNIQUES			10 14		12 16		21 25		18 22		20 24	24 28
B.21 EFFECTIVE WRITING **			10 14		16		7		15		6	15
B.22 MANAGEMENT (SPECIAL)	SCHEDULED UPON REQUEST											
B.23 DEPENDENTS' BRIEFING	2 4	7 11	10 11	11 15	12 16	17 21	18 22	19 23	20 24	21 25	22 26	23 27
B.24 DEPARTMENTAL BRIEFING												
I.1 INTELLIGENCE PRINCIPLES AND METHODS		30 24		26	26	21		4	1	26	27	21
I.3 CONFERENCE LEADERSHIP **				22	26		28	6		22	29	
I.4 SCIENTIFIC INTELLIGENCE	SCHEDULED UPON REQUEST											
I.5 EFFECTIVE SPEAKING (FORMERLY INTELL BRIEFING)**			10	17		3	BREAK	23	11	17		
I.6 WRITING WORKSHOP (FORMERLY INTELL WRITING)**			4	27	29	22	2	24	25	21	22	16
I.7 READING IMPROVEMENT **	26	10		15		30	10		1 11	25	29	15
I.10 READING ANALYSIS	SCHEDULED UPON REQUEST											
I.11 DD/C REFRESHER **			17 26						18 26			10 18

INTERNATIONAL COMMUNISM SCHOOL SCHEDULE

COURSE TITLE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
I.2 WORLD COMMUNISM			4 28	29	23		7	1	4 29	29	24	24
O.6 ANTI-COMMUNIST OPERATIONS***		20	7			26 14		4 22	1 19		27 14	14

** FOR FIELD RETURNEES PRIMARILY
*** PART TIME COURSES
*** FOR DD/P PERSONNEL ONLY
MAY 1956 (REVISED)

⑤ GS 5-7'S ⑪ GS 11-15'S ⑬ GS 13-15'S
⑥ GS 9-11'S ⑫ GS 12-14'S

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NOTE: COURSE SCHEDULES AFTER 1 JAN ARE TENTATIVE

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CHART NO. 1

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LANGUAGE AND EXTERNAL TRAINING SCHOOL SCHEDULE-AREA (INTERNAL) COURSES

COURSE TITLE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
BASIC COUNTRY SURVEYS												
GERMANY						5-24	BREAK					
JAPAN				16-25		24-25						
USSR												
REGIONAL SURVEYS												
MIDDLE EAST												
ECON. FACTORS IN ASIA				1-26								
FERTILE CRESCENT ⁽¹⁾												
FREE EUROPE												
NAT. INTEREST OF U.S. IN MIDDLE EAST ^(*)												
NORTHEAST ASIA	25-31											
RUSSIA IN ASIA												
SOUTHEAST ASIA												
SOVIET BLOC												
AMERICANS ABROAD												

*ALL COURSES ARE PART TIME EXCEPT THOSE ASTERISKED
⁽¹⁾BASIC COUNTRY SURVEY, EGYPT, MAY BE SUBSTITUTED

INTENSIVE (FULL TIME) LANGUAGE COURSES

COURSE TITLE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
BASIC												
CHINESE (YEARLY, 48 WKS)												
FRENCH (TWICE YEARLY, 23 WKS)												
GERMAN (TWICE YEARLY, 23 WKS)												
GREEK (YEARLY, 44 WKS)												
INDONESIAN (196 ONLY, 12 WKS)												
ITALIAN (TWICE YEARLY, 23 WKS)												
PERSIAN (TWICE YEARLY, 24 WKS)												
ROMANIAN (TWICE YEARLY, 22 WKS)												
RUSSIAN (YEARLY, 38 WKS)												
SERBO-CROATIAN (YEARLY, 39 WKS)												
SPANISH (TWICE YEARLY, 23 WKS)												
TURKISH (YEARLY, 44 WKS)												
ADVANCED												
CHINESE, PHASE I (YEARLY, 15 WKS)												
CHINESE, PHASE II (YEARLY, 15 WKS)												
RUSSIAN, PHASE I (YEARLY, 13 WKS)												
RUSSIAN, PHASE II (YEARLY, 13 WKS)												
RUSSIAN WORKSHOP (YEARLY, 7 WKS)												
APPLIED LANGUAGES**												
CHINESE (YEARLY, 6 WKS)												
FRENCH (YEARLY, 6 WKS)												
GERMAN (YEARLY, 6 WKS)												
ITALIAN (YEARLY, 6 WKS)												
RUSSIAN (YEARLY, 6 WKS)												

** CIA PERSONNEL ONLY WHO POSSESS PROFICIENCY EQUAL TO ORGANIZATION'S INTERMEDIATE STANDARD OR COMPLETION OF AN ADVANCED COURSE

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NOTE: COURSE SCHEDULES AFTER 1 JAN. ARE TENTATIVE

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CHART NO. 2

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LANGUAGE AND EXTERNAL TRAINING SCHOOL SCHEDULE - PART TIME LANGUAGE COURSES

COURSE TITLE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
CZECH												
ELEMENTARY READING - I & II				PHASE I		BREAK		IV				
FRENCH												
ELEMENTARY READING												
APPLIED TRANSLATION GROUP												
ELEMENTARY SPOKEN - I												
ELEMENTARY SPOKEN - II												
INTERMEDIATE SPOKEN - I												
INTERMEDIATE SPOKEN - II												
GERMAN												
ELEMENTARY READING												
ELEMENTARY SPOKEN - I												
ELEMENTARY SPOKEN - II												
APPLIED TRANSLATION GROUP												
ITALIAN												
ELEMENTARY READING												
APPLIED TRANSLATION GROUP												
ELEMENTARY SPOKEN - I												
ELEMENTARY SPOKEN - II												
INTERMEDIATE SPOKEN - I												
JAPANESE												
ELEMENTARY READING, WRITING, AND/OR SPEAKING												
INTERMEDIATE READING, WRITING, AND/OR SPEAKING												
ADVANCED READING, WRITING, AND/OR SPEAKING												
PORTUGUESE												
ELEMENTARY READING												
APPLIED TRANSLATION GROUP												
ROMANIAN												
ELEMENTARY READING												
APPLIED TRANSLATION GROUP												
RUSSIAN												
FAMILIARIZATION												
ELEMENTARY READING - I & II				PHASE I		BRK		IV				
INTERMEDIATE READING - I & II				PHASE I		BRK		II				
ECONOMIC READING - I & II				PHASE I		BRK		II				
SCIENTIFIC READING - I & II				PHASE I		BRK		II				
ELEMENTARY SPOKEN - I & II				PHASE I		BRK		II				
INTERMEDIATE SPOKEN - I & II				PHASE I		BRK		II				
TRANSLATION WORKSHOP IN EE LANGUAGES				PHASE I		BRK		II				
SPANISH												
ELEMENTARY READING												
APPLIED TRANSLATION GROUP												
ELEMENTARY SPOKEN - I												
ELEMENTARY SPOKEN - II												
INTERMEDIATE SPOKEN - I												

NOTE: ENROLLMENT REQUIRED 4 WKS IN ADVANCE

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BASIC

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TITLE	CIA Introduction
OBJECTIVE	Basic coverage of substantive and organizational intelligence material
PREREQUISITE	Secret clearance
ENROLLMENT	16 to 83
DURATION	Three hours
LOCATION	Headquarters

This course is designed to familiarize new personnel and guests from the IAC with the growth of the American intelligence system, showing the development of the Agency and the current relationship of all agencies of the IAC to the National Security Council. It also includes an explanation of significant terms peculiar to the system of intelligence and the responsibilities of offices in the Agency. Interrelationship of functions and responsibilities among all offices, and the overt and clandestine features of the Agency are stressed.

B-2

TITLE	CIA Review
OBJECTIVE	Basic coverage of substantive and organizational intelligence material
PREREQUISITE	Secret clearance
ENROLLMENT	16 to 83
DURATION	Three hours
LOCATION	Headquarters

This course is designed to refamiliarize personnel of the Agency returning from extended overseas assignments with organizational developments and changes which have taken place in the national intelligence structure, and the relationship of the Agency with the National Security Council.

A major portion of this course will be a seminar.

TITLE Basic Orientation

OBJECTIVES Mission, organizational structure and functions of the American intelligence community, with emphasis on the Agency

Nature of clandestine activity, and roles of Agency components in collection, production, coordination, evaluation, and dissemination of intelligence

Introduction to Communism and the USSR with emphasis on Communist ideology, methods, tactics, and organization of the government and Communist Party

Discussions concerning The American Thesis

PREREQUISITES Top Secret clearance

Pretest

ENROLLMENT 10 to 125

DURATION Three weeks (120 hours)

LOCATION Headquarters

This is the basic course for all intelligence officers and such other officer personnel as are concerned with support of operations. It defines the Agency's place in the intelligence community, functions of Agency substantive offices, and the part played by covert activity in the fields of foreign relations and defense.

Guest lecturers from various operating components explain the processing of intelligence from collection to ultimate use. An extensive exhibit familiarizes students with the stages and production of intelligence-gathering activity.

The second phase of this course provides a basic introduction to the theory and practice of Communism and satisfies a prerequisite for further, specialized study offered in the course on World Communism and the new Anti-Communist Operations course.

The course includes films, seminars, and examinations on the various phases of instruction.

TITLE Administrative Procedures

OBJECTIVES Basic procedures of administration in DDI and DDS Headquarters offices and administrative support in DDP Headquarters and Field Stations

Organization and Functions of Agency Offices and Staffs

Operational and security hazards involved in support functions

PREREQUISITES Top Secret clearance

Pretest

ENROLLMENT 10 to 50 (Students may be enrolled for all, or for portions of the course, as required)

DURATION Three weeks (120 hours)

LOCATION Headquarters

The purpose of this course is to indoctrinate clerical personnel of the DDS, DDI and DDP. (Officer personnel, and those of the clerical level for whom increased responsibility and authority are imminent, should be scheduled for Operations Support.)

During the first week of the course, organization, general office regulations and procedures as applied in the use of vouchered funds will be emphasized. The second week concerns an introduction to clandestine activities, and the administrative regulations and procedures that apply to DDP Headquarters; and the third week the overall field procedures.

Students receive comprehensive problems in name checks, dispatch, pouch, cable and message writing procedures; unvouchered funds procedures of domestic and foreign travel; finance and property accounting. Agency regulations and procedures are covered by an objective test.

Lectures examine the organization, mission and functions of the Agency and the Clandestine Services, and orient the student in relation to his function and responsibility to the Agency. Defensive security is stressed, particularly with regard to its application to the administrative elements of a clandestine organization.

TITLE Operations Support

OBJECTIVES Basic principles, theory, and doctrine of clandestine organization and activity

Problems of administrative support into clandestine operations

PREREQUISITES Top Secret clearance

Basic Orientation, or equivalent in Headquarters or Field experience

ENROLLMENT 10 to 65

DURATION Five weeks (200 hours)

LOCATION Headquarters

This course is for personnel concerned with administrative functions in support of the Clandestine Services. The material as presented is designed for officer personnel; however, those of the clerical level for whom increased responsibility and authority are imminent may be admitted.

Instruction is given in two phases - Tradecraft Principles and Administrative:

The Tradecraft Principles Phase introduces students to the basic principles and techniques of clandestine operations, and to the organization and functions of the Clandestine Services.

The Administrative Phase analyzes the interrelationships between operating functions and administrative support functions. Procedures, regulations, projects, PRQ's, name check, agent service record and termination methods, handling of Operational Approvals, information request and report, dispatch, pouch, cable and message writing procedures; domestic and foreign travel; finance and property accounting are emphasized.

The lectures are supplemented by case histories, practical work, films, seminars, and field problems.

TITLE Basic Supervision

OBJECTIVE Effective management at the level of the first-line supervisor

PREREQUISITES Top Secret clearance

GS-5 through GS-14

Present or anticipated supervisory assignment

ENROLLMENT 8 to 18

DURATION Two weeks: 4 hours each morning (40 hours), plus from 10-15 hours' unclassified reading outside scheduled class time

LOCATION Headquarters

The course is for persons from all major components at all levels through GS-14 who are directly responsible for personnel at the first working level. The objective is to orient the first-line supervisor to the responsibilities and authority which are characteristic of first-line supervision throughout the Agency. Presentations at the GS-12 to GS-14 level are titled "Supervision for Intelligence Officers" and are specifically geared to two types of individuals: (1) those whose main responsibility is substantive research but who also have some management responsibility as project leaders, and (2) those who guide or advise other Intelligence Officers or technical personnel in a staff or liaison capacity.

The course assumes that most students are carrying their own production workload, and that supervisory responsibilities are in addition to, and not in place of, their substantive, technical or production assignments. Particular emphasis is given problems of person-to-person relationships as the supervisor meets them in his responsibilities for training, communicating, planning and disciplining. Selected aspects of organization, leadership and control are also dealt with.

Each successive course is offered to a specified group, for example, GS-9 - GS-11, so that supervisors of a given general level of responsibility work together and so that specific course content can be adjusted to the needs and capacity of the participants. A limited number of non-supervisors being prepared for supervisory positions can be accepted, but the specific reasons for their attendance at the course should be made clear to them and to the instructor by the supervisor concerned.

The course content includes: reading, lectures, and group discussions of problem cases. Through these means students are guided in applying basic principles of sound management to the situations in which they are working.

SECRET/CIA OFFICIALS ONLY

TITLE Basic Management

OBJECTIVE Effective management at the Branch Chief supervisory level

PREREQUISITES Top Secret clearance

 GS-11 through GS-15

ENROLLMENT 8 to 20

DURATION Two weeks - 4 hours each morning (40 hours), plus 10 to 20 hours of unclassified outside reading

LOCATION Headquarters

The course is aimed primarily at the level of the Branch Chief, but is open to personnel above and below that level. Each successive course is offered to a specified group, for example, GS-12 through GS-14, so that supervisors of a given general level of responsibility work together. Students in the course are assumed to have at least one lower echelon of supervisors under their direction; for example, section heads. It is presumed that substantially full time on the job is spent in management activities (planning, directing, coordinating and controlling), rather than in direct substantive work. The course covers elements of management which are common to middle levels in DD/I, DD/S, and DD/P.

The course contains the following major elements: (1) a highly generalized job analysis of middle management responsibilities in the Agency; (2) a limited amount of general doctrine current in the field of management; (3) discussion of specific management techniques in use in Agency components; and (4) group analysis of problem situations and of case histories.

At every point the course emphasizes the student's responsibility for translating his own background of experience and the information exchanged in the course into the terms and problems of his current job assignment. He is encouraged to define his problems as specifically as possible, to select a line of attack, and to undertake his own solutions. The 40 hours of the course span two weeks in half-day sessions, so that participants may maintain daily contact with their offices and apply ideas of the classroom to the job situation.

SECRET/CIA OFFICIALS ONLY

TITLE Clerical Induction

OBJECTIVES Development of speed and accuracy in shorthand and in typewriting

Review of grammar, punctuation, capitalization, and word usage

Familiarization with geographic areas of Agency interest

Introduction to the Agency's filing systems

PREREQUISITES Provisional or full clearance

Clerical background

ENROLLMENT 5 to 125

DURATION One week (40 hours)

LOCATION Headquarters

The course is designed to prepare new clerical employees for effective Agency service. Emphasis is given to the techniques of shorthand and typewriting, and to a review of English usage--sentence structure, pronouns, verbs, agreement of subject and verb, adjectives and adverbs, confusing words, syllabication, possessives, capitalization, the uses of the comma, semicolon, colon, quotation marks, and the use of the dictionary. Geographic aspects of Europe and Asia are presented--location of countries, capitals, products, political situations, and attitudes toward Communism. Filing systems and procedures as outlined in the Agency's "Handbook for Subject Filing" are discussed and exercises are given for the filing of correspondence.

B-10

SECRET/CIA OFFICIALS ONLY

TITLE Clerical Orientation

OBJECTIVES Acquaintance with the Agency mission, functions, and procedures within the national intelligence framework

Preparation for Agency clerical service

PREREQUISITE Secret clearance

ENROLLMENT 5 to 32

DURATION Three days (24 hours)

LOCATION Headquarters

This course is designed to orient all new clerical personnel to the Agency and its relative position within the national intelligence community. Instruction includes lectures on intelligence, Communism, and Agency office procedures and practices such as telephoning, filing, correspondence, and security.

B-11

TITLE Clerical Reorientation

OBJECTIVES Reorientation to Agency mission, functions, and procedures within the national intelligence framework

Review of current clerical problems

PREREQUISITES Secret clearance

One year of Agency clerical experience

ENROLLMENT 15 to 20

DURATION One day (7 hours)

LOCATION Headquarters

This course is designed for experienced clerical personnel who will, in the supervisor's opinion, benefit from an up-to-the minute condensation of the three-day Clerical Orientation Course. It includes current information on Agency organization and the intelligence community. It provides for discussion of common clerical problems, analysis of clerical responsibilities, and refinement of clerical and related skills.

SECRET/CIA OFFICIALS ONLY

TITLE English Usage

OBJECTIVES Review of basic grammar principles which include parts of speech, their effective use in sentences, and sentence structure

Review of fundamental and practical rules of punctuation and capitalization

The use of the dictionary, and the systematic study of word usage with emphasis on confusing words

PREREQUISITES Secret clearance

Pretest

ENROLLMENT 5 to 15

DURATION Four weeks - $1\frac{1}{4}$ hours per day (25 hours)

LOCATION Headquarters

NOTE

Courses B-12, 13, 14, 15, 16, 17, 18, and 19 comprise the Refresher *Class* *Program*
~~Training program.~~

B-13

SECRET/CIA OFFICIALS ONLY

TITLE Shorthand Theory Review

OBJECTIVES Review of Gregg shorthand theory

Dictation speed of 60 words per minute on practiced material

PREREQUISITES Secret clearance

Basic knowledge of Gregg shorthand theory

Pretest

ENROLLMENT 5 to 20

DURATION Four weeks - 1½ hours per day (30 hours)

LOCATION Headquarters

B-14

TITLE Introductory Shorthand Dictation

OBJECTIVES Review of Gregg shorthand theory

Dictation speed of 60 words per minute

PREREQUISITES Secret clearance

Pretest or achievement of objectives in preceding class (Dictation speed of 60 words per minute on practiced material)

ENROLLMENT 5 to 20

DURATION Four weeks - 1 hour per day (20 hours)

LOCATION Headquarters

SECRET/CIA OFFICIALS ONLY

SECRET/CIA OFFICIALS ONLY

B-15

TITLE Intermediate Shorthand Dictation

OBJECTIVES Review of Gregg shorthand theory
Dictation speed of 80 words per minute

PREREQUISITES Secret clearance
Pretest or achievement of objectives in preceding class
(Dictation speed of 60 words per minute)

ENROLLMENT 5 to 20

DURATION Four weeks - 1½ hours per day (30 hours)

LOCATION Headquarters

B-16

TITLE Advanced Shorthand Dictation

OBJECTIVES Stenographic practice in Agency terminology
Dictation speed of 100 words per minute

PREREQUISITES Secret clearance
Pretest or achievement of objectives in preceding class
(Dictation speed of 80 words per minute)

ENROLLMENT 5 to 20

DURATION Four weeks - 1½ hours per day (30 hours)

LOCATION Headquarters

SECRET/CIA OFFICIALS ONLY

B-17

SECRET/CIA OFFICIALS ONLY

TITLE Non-clerical Basic Typing

OBJECTIVE Introduction to typing for non-clerical personnel who will find the machine a helpful, occasional tool in the preparation of notes, memos, and drafts

PREREQUISITE Secret clearance

ENROLLMENT 15 to 30

DURATION Eight weeks - 45 minutes per day (30 hours) - (Scheduling of the course is sometimes on Agency time, sometimes on student's time)

LOCATION Headquarters

B-18

TITLE Typing Techniques Review

OBJECTIVES Review of keyboard and basic techniques

Development of speed and accuracy

40 net words per minute on a ten-minute timed writing

PREREQUISITES Secret clearance

Basic knowledge of the keyboard

Pretest

ENROLLMENT 5 to 15

DURATION Four weeks - 1 hour per day (20 hours)

LOCATION Headquarters

SECRET/CIA OFFICIALS ONLY

SECRET/CIA OFFICIALS ONLY

B-19

TITLE Advanced Typing

OBJECTIVES Refine techniques
 Increase speed and accuracy

PREREQUISITES Secret clearance
 Pretest or achievement of objectives in preceding class
 (40 net words per minute on a ten-minute timed writing)

ENROLLMENT 5 to 15

DURATION Four weeks - 1 hour per day (20 hours)

LOCATION Headquarters

SECRET/CIA OFFICIALS ONLY

B-20

SECRET/CIA OFFICIALS ONLY

TITLE Instructional Techniques

OBJECTIVES Teaching methods and techniques as practiced in the Office
 of Training

 Capabilities of Office of Training for instructional sup-
 port

PREREQUISITE Top Secret clearance

ENROLLMENT 10 to 20

DURATION One week (40 hours)

LOCATION Headquarters

This course introduces students to the principles and methods of teaching and learning, including the advantages and uses of visual and aural aids. Emphasis is placed on self-improvement and the instructional techniques employed in the Office of Training.

Students prepare lesson plans and present lectures or demonstrations in subjects of their own choosing. Directed discussions help to point out strong points and defects of the presentations. Methods of preparation of training aids and this organization's capabilities to supply all types of training aids, from posters and charts through films to sand tables and three-dimensional aids, are discussed.

In cases where a sponsoring office requests that a student be given specialized instruction, on-the-job tutorial training with senior instructors will be provided.

SECRET/CIA OFFICIALS ONLY

TITLE Effective Writing

OBJECTIVES To study those principles of exact, clear, forceful, expository writing which must be possessed as minimum skills by any employee who writes or supervises writing activities

 To investigate and practice the most effective methods of organizing and presenting material for specific purposes

 To sharpen, through study and practice, the capacity to perform accurate, logical thinking, and to show the essential relationship between good thinking and good writing

ENROLLMENT 20

DURATION 20 hours - two 1-hour sessions per week for ten weeks

LOCATION Headquarters

The course is designed for professional employees at all levels throughout the Agency. It includes lectures, practical exercises and critiques. In addition to group discussions, the course provides as much individual assistance on writing problems as time or circumstances permit.

TITLE Management (Special)

OBJECTIVE Effective management at intermediate and higher supervisory levels

PREREQUISITES Top Secret clearance
GS-12 through GS-~~16~~ 18

ENROLLMENT 12 to 18

DURATION 35 to 60 hours (Part-time or full-time, as requested)

LOCATION Headquarters, or as otherwise designated

This is a special course, flexible as to content and schedule, designed to meet any needs of particular Agency components for basic management training which cannot be met satisfactorily by the regularly scheduled presentations of the Basic Management Course.

The course is presented only as requested by the Agency component or components desiring the coverage and is developed by the OTR staff in collaboration with the requesting component. Requests should provide sufficient lead time for the preparation of the type of presentation desired. Further information can be obtained from the Chief, Management Training, OTR, extension [REDACTED]

STATOTHR

TITLE Dependents' Briefing

OBJECTIVE Orientation of overseas-bound dependents to the Agency mission and the responsibilities of "cover"

PREREQUISITE Secrecy Agreement

ENROLLMENT 16 to 50

DURATION Three hours each on two successive days

LOCATION Headquarters

This program is designed to acquaint adult dependents of Agency personnel going abroad with the importance of "cover" and how to live in foreign communities under such circumstances.

B-24

TITLE Departmental Briefing

OBJECTIVE Orientation in national and departmental relationships existing throughout the American intelligence community, emphasizing the responsibility of the Director of Central Intelligence

PREREQUISITE Top Secret clearance

ENROLLMENT 16 to 83

DURATION Three hours

LOCATION Headquarters

This program is designed to familiarize personnel from the IAC agencies with the organization and procedures pertinent to the system of national intelligence production, operation, and coordination, and its interconnecting links with policy.

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INTELLIGENCE

Approved For Release 2002/01/07 : CIA-RDP78-03362A002200080001-6

TITLE Intelligence Principles and Methods

OBJECTIVE To instruct and give practice in the skills and methods involved in the processing of intelligence materials

PREREQUISITES Top Secret clearance

Basic Orientation course, or equivalent in Headquarters or Field experience

ENROLIMENT 10 to 30

DURATION Four weeks (160 hours)

LOCATION Headquarters

Intelligence Principles and Methods is a course designed to give instruction and training to the personnel of the DD/I offices who will be engaged in the processing and production of intelligence materials. The course is scheduled to follow immediately after the Basic Orientation course.

In Intelligence Principles and Methods the emphasis is on "learning by doing." In lecture-discussion periods students are instructed in the methods and techniques of processing information for a variety of intelligence purposes. The principles are then applied in a series of exercises, such as preparation of an [redacted] report, abstracting information pertinent to a particular problem from a number of related documents, writing intelligence briefs, memoranda, and special articles. Practice is also afforded in the oral presentation of intelligence through a series of briefings on selected subjects and problems of strategic intelligence.

The course includes a reading analysis program designed to discover faulty reading habits and to identify persons who would be helped by enrollment in the Reading Improvement courses.

TITLE World Communism

OBJECTIVE History, theory, structures and organizations, strategy and tactics, and operations of Communist Parties

PREREQUISITES Top Secret clearance

One-week study of Communism (Basic Orientation), or equivalent

ENROLLMENT 6 to 30

DURATION Four weeks (160 hours)

LOCATION Headquarters

This course, formerly known as Communist Party Operations, is now available to all intelligence officers throughout the Agency who need a working knowledge of the World Communist movement. For analysts, the course provides a framework for further study of any substantive aspect of World Communism; for operations officers it provides a basis for specific approaches studied in detail in the new Anti-Communist Operations course.

Emphasis is placed on aspects of Party principles, strategy and tactics, functions, structures, organizations, and operations. Lectures and discussions are designed to give students a comprehensive knowledge of World Communism. Specific attention is focused on basic terminology and essentials of ideology in relation to current operational objectives of Agency staff components. The course analyzes the structures and functions of Party organs and parallel apparati, including development of cadres, propaganda, and finance. Special study is devoted to aspects of Communist clandestine operations, i.e., military, intelligence, and the underground.

Training aids, including charts and films, illustrate the material covered in lectures and discussions.

TITLE Conference Leadership

OBJECTIVE To identify, explain, and apply the principles and techniques of effective conference planning, leadership, and participation

PREREQUISITE Top Secret clearance

ENROLLMENT 12 to 16

DURATION Six weeks: two 2-hour sessions per week (24 hours)

LOCATION Headquarters

The course is designed primarily for officers in all components of the Agency who are responsible for planning and leading various types of group discussions, but the role of an effective participant is also emphasized. In the first two class sessions the instructor discusses the ways and means of planning and conducting successful group conferences, giving special attention to the solving of problems of control. In the remaining sessions each student leads the group in a 40-minute discussion of a topic of general interest. An intensive critique follows each discussion.

SECRET / CIA OFFICIALS ONLY

TITLE Scientific Intelligence

OBJECTIVE To review collection and production methods, survey the current problems, and assess the achievements of scientific intelligence

PREREQUISITES Top Secret clearance
Present or future assignment involving familiarization with scientific intelligence

ENROLLMENT 8 to 15

DURATION Ten days (70 hours)

LOCATION Headquarters

The course is designed to broaden perspective and understanding of the intelligence function and the contribution of sciences to the national intelligence effort; to increase knowledge of selected scientific and technical subjects; to stimulate discussions of current scientific intelligence problems.

Forty hours are devoted to seminars introduced and conducted by subject-matter specialists, with topical emphasis on the current scientific and technological capabilities of the U.S.S.R. In daily oral briefings the students explain the nature of their work in the Agency and discuss the methods and techniques which have proved successful in intelligence production within their own sphere of competence and responsibility. Also included are exercises in production, films of general intelligence interest, and a special reading analysis program.

SECRET / CIA OFFICIALS ONLY

TITLE Scientific Intelligence

OBJECTIVE To review collection and production methods, survey the current problems, and assess the achievements of scientific intelligence

PREREQUISITES Top Secret clearance

Present or future assignment involving familiarization with scientific intelligence

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I-5

Effective Speaking
TITLE Intelligence Briefing

OBJECTIVE Principles of public speaking as related to the oral presentation of intelligence, including selection and use of graphic aids

PREREQUISITES Top Secret clearance
Present or future assignment requiring proficiency in oral briefing

ENROLLMENT 12 to 20

DURATION Six weeks - 2-hour sessions twice a week (24 hours)

LOCATION Headquarters

Early sessions in the course emphasize basic principles and fundamentals of public speaking. Students prepare and present short speeches before the class. These are analyzed and constructive suggestions are offered in class discussion. Tape recordings made of each presentation assist both instructor and student in further analysis. Later in the course, students give longer speeches on topics related to their own responsibilities. Class critiques emphasize fine points of delivery, organization of content, proper use of graphic aids, and general effectiveness.

TITLE Effective Speaking

OBJECTIVE Principles of public speaking as related to the oral presentation of intelligence, including selection and use of graphic aids

PREREQUISITES Top Secret clearance
Present or future assignment requiring proficiency in oral briefing

ENROLLMENT 12 to 20

DURATION Six weeks: 2-hour sessions twice a week (24 hours)

LOCATION Headquarters

Early sessions in the course emphasize basic principles and fundamentals of public speaking. Students prepare and present short speeches before the class. These are analyzed and constructive suggestions are offered in class discussion. Tape recordings made of each presentation assist both instructor and student in further analysis. Later in the course, students give longer speeches on topics related to their own responsibilities. Class critiques emphasize fine points of delivery, organization of content, proper use of graphic aids, and general effectiveness.

I-6

TITLE Writing Workshop

OBJECTIVE Review the elements and apply the principles of clear,
 concise writing

PREREQUISITE Top Secret clearance

ENROLLMENT 10 to 12

DURATION Nine 3-hour sessions during a period of four weeks
 (27 hours)

LOCATION Headquarters

The course is conducted as a workshop primarily for employees whose assignments involve the written presentation of intelligence, but the emphasis on fundamental principles of composition makes it beneficial for anyone who desires to improve general writing skill. Assignments are tailored to individual needs and experience. Special attention is given to the development of simple, direct style, and to the solution of writing problems such as structural organization and diction. Instructors' criticisms supplement class discussions and exercises designed to correct common writing faults.

TITLE Reading Improvement

OBJECTIVES Improve job efficiency by increasing reading ability

Develop a wide range of reading techniques

Adjust rate of reading to comprehension requirements

Improve perceptual habits

PREREQUISITE Secret clearance

ENROLLMENT 10 to 20

DURATION Six weeks: 1 hour per day (30 hours)

LOCATION Headquarters

Methods and techniques in developing the speed and level of comprehension, with emphasis on flexibility and comprehension requirements, are the focal points of the course.

In developing a wide range of reading techniques and in defining comprehension requirements, the student is instructed through lectures and discussions on the best techniques for scanning, extensive (informational), and intensive (technical) reading. This is followed by student practice, using diverse techniques in various reading situations. Practice includes supervised exercises and reading of individual and group selections of varied content at controlled rates. Good perceptual habits are developed by increasing the span of recognition, establishing control over regressive eye movement, and eliminating vocalization.

Approximately thirty percent of the course is devoted to lectures, instructions, and practice exercises in the three types of reading. Forty percent of the training provides practice with the Reading Rate Accelerator. The remaining thirty percent of the course is divided equally between tachistoscopic training and special films.

A retention program, designed to ascertain long-range benefits, is conducted eight weeks and twelve months after the course.

Satisfactory completion of this course fulfills the prerequisite for enrollment in the Advanced Reading Improvement course.

SECRET/CIA OFFICIALS ONLY

TITLE Reading Analysis Program

OBJECTIVES Analyze relative proficiency in several kinds of reading skills to determine for individuals and office groups (a) suitability of employee's reading capabilities in relation to specific job requirements, and (b) probable degree of benefit which could be obtained from the Reading Improvement course

PREREQUISITE Secret clearance

ENROLLMENT 5 to 10

DURATION 6 hours: one hour per day

LOCATION Headquarters

This program serves as a preliminary analysis for the Reading Improvement course. The analysis of the employee's reading proficiency in scanning, informational and study reading tasks determines how well his reading skills are adapted to his job reading requirements, and indicates the areas in which he could improve.

A half-hour conference with each employee informs him of his strengths and weaknesses in reading, and provides a basis for self-improvement.

Upon request, the program is scheduled and adapted for any Agency component with specialized job reading requirements. Through consultation with the office concerned, a program is outlined so that employees' reading performance can be analyzed on the basis of their job reading tasks and materials.

SECRET/CIA OFFICIALS ONLY

TITLE Advanced Reading Improvement

OBJECTIVES Develop reading efficiency, with emphasis on reading skills beneficial in the collection and analysis of intelligence information

Improve capabilities in scanning, extensive (informational), and intensive (technical) reading of Agency publications

Develop a high degree of proficiency in specific reading skills

Achieve flexibility and control of reading techniques

PREREQUISITES Secret clearance

Reading Improvement course, or Reading Analysis Program to ascertain if the employee possesses basic reading skills (range of techniques, ability to adjust rate of reading to comprehension requirement, and good perceptual habits) necessary for this course

ENROLLMENT 5 to 10

DURATION Four weeks - 3 days per week, 1½ hours per day (18 hours)

LOCATION Headquarters

This course is designed to provide advanced instruction and practice in scanning, extensive (informational), and intensive (technical) reading. The course is divided into three parts: Part I provides training in scanning techniques for specific information, main ideas, preliminary estimate of content, and organizational structure. Part II provides training in extensive reading techniques which require concentration on difficult material so that major and minor detail can be distinguished. Part III provides training in the intensive techniques which include the identification of vocabulary problems, reading for meaning from content, memory for important detail, and multiple reading techniques.

Seventy percent of the course material consists of Agency publications, presented in an on-the-job training frame of reference. The remaining thirty percent is devoted to textbooks in social and natural science.

TITLE Reading Improvement (French)

OBJECTIVES Improve reading efficiency in French through development and application of good reading techniques

Develop ability to adjust comprehension to a wide variety of reading situations

Improve the mechanics of reading

PREREQUISITES Secret clearance

Three years of college training in French, or equivalent

ENROLLMENT 5 to 10

DURATION Eight weeks - 3 days per week, 4 hours per week (32 hours)

LOCATION Headquarters

The course is designed to increase reading efficiency in French, when effectiveness is limited by faulty reading techniques rather than by lack of familiarity with the language. The course is devoted to three types of reading: scanning, extensive (informational), and intensive (technical) reading.

Flexibility of reading skills is emphasized through lectures and discussions on the best techniques to be applied in the three types of reading. This is accompanied by exercises illustrating the recommended techniques. The development of good reading mechanics is incorporated in the course. Special emphasis is given to the mechanical habits which are most applicable to each type of reading. Application of the best reading techniques is achieved through supervised exercises, including the reading of individual and group selections of varied content at controlled rates, and periodical vocabulary exercises in French. The course provides individual tachistoscopic practice in the recognition of words and phrases in French, and controlled reading with the Reading Rate Accelerator.

TITLE Advanced Reading Improvement

OBJECTIVES Develop reading efficiency, with emphasis on reading skills beneficial in the collection and analysis of intelligence information

Improve capabilities in scanning, extensive (informational), and intensive (technical) reading of Agency publications

Develop a high degree of proficiency in specific reading skills

Achieve flexibility and control of reading techniques

PREREQUISITES Secret clearance

Reading Improvement course, or Reading Analysis Program to ascertain if the employee possesses basic reading skills (range of techniques, ability to adjust rate of reading to comprehension requirement, and good perceptual habits) necessary for this course

ENROLLMENT 5 to 10

DURATION Four weeks - 3 days per week, 1½ hours per day (18 hours)

LOCATION Headquarters

This course is designed to provide advanced instruction and practice in scanning, extensive (informational), and intensive (technical) reading. The course is divided into three parts: Part I provides training in scanning techniques for specific information, main ideas, preliminary estimate of content, and organizational structure. Part II provides training in extensive reading techniques which require concentration on difficult material so that major and minor detail can be distinguished. Part III provides training in the intensive techniques which include the identification of vocabulary problems, reading for meaning from content, memory for important detail, and multiple reading techniques.

Seventy percent of the course material consists of Agency publications, presented in an on-the-job training frame of reference. The remaining thirty percent is devoted to textbooks in social and natural science.

TITLE Reading Improvement (French)

OBJECTIVES Improve reading efficiency in French through development and application of good reading techniques

Develop ability to adjust comprehension to a wide variety of reading situations

Improve the mechanics of reading

PREREQUISITES Secret clearance

Three years of college training in French, or equivalent

ENROLLMENT 5 to 10

DURATION Eight weeks - 3 days per week, 4 hours per week (32 hours)

LOCATION Headquarters

The course is designed to increase reading efficiency in French, when effectiveness is limited by faulty reading techniques rather than by lack of familiarity with the language. The course is devoted to three types of reading: scanning, extensive (informational), and intensive (technical) reading.

Flexibility of reading skills is emphasized through lectures and discussions on the best techniques to be applied in the three types of reading. This is accompanied by exercises illustrating the recommended techniques. The development of good reading mechanics is incorporated in the course. Special emphasis is given to the mechanical habits which are most applicable to each type of reading. Application of the best reading techniques is achieved through supervised exercises, including the reading of individual and group selections of varied content at controlled rates, and periodical vocabulary exercises in French. The course provides individual tachistoscopic practice in the recognition of words and phrases in French, and controlled reading with the Reading Rate Accelerator.

TITLE	Reading Analysis
OBJECTIVE	Diagnose and analyze reading ability
PREREQUISITE	Secret clearance
ENROLLMENT	5 to 10
DURATION	Two weeks - 3 days per week - 1 hour per day (6 hours)
LOCATION	Headquarters

This program is designed to determine the degree to which personnel employ the most efficient reading techniques in relation to office and individual requirements.

The following testing projects have been developed to fulfill the course objective; standardized tests to measure the speed and level of comprehension; job performance (optional); scanning projects to determine the degree of efficiency in organization and selection of information; extensive (informational) projects to measure reading techniques applied to acquire broader frames of reference; intensive (technical) reading projects to measure study methods used to master new material.

A half-hour conference is conducted with the employee to summarize his reading performance and to recommend techniques for improving his reading efficiency.

I-11

SECRET/CIA OFFICIALS ONLY

25X1A

TITLE ██████████ Refresher

OBJECTIVE To review changes in organization, policy, and procedures in the intelligence community with special emphasis on those areas of the intelligence community which Contact Division serves

PREREQUISITES Top Secret clearance

 Two years field experience or its equivalent

ENROLLMENT 15 to 20

DURATION 2 weeks (57½ hours)

LOCATION Headquarters

This course is designed for experienced ██████████ personnel. The first part of the course reviews the organization for national security, emphasizing the IAC community and CIA. The second part of the course includes a survey of the current world situation. Lectures are supplemented by discussion periods.

25X1A

25X1A

TITLE [REDACTED] Refresher

OBJECTIVE To review changes in organization, policy, and procedures in the intelligence community with special emphasis on those areas of the intelligence community which Contact Division serves

PREREQUISITES Top Secret clearance

Two years field experience or its equivalent

ENROLLMENT 15 to 20

DURATION 2 weeks (57½ hours)

LOCATION Headquarters

This course is designed for experienced [REDACTED] personnel. The first part of the course reviews the organization for national security, emphasizing the IAC community and CIA. The second part of the course includes a survey of the current world situation. Lectures are supplemented by discussion periods.

25X1A

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LANGUAGE
& EXTERNAL

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Approved For Release 2002/01/07 : CIA-RDP78-03362A002200080001-6

LANGUAGE
(Internal)

Approved For Release 2002/01/07 : CIA-RDP78-03362A002200080001-6

II. PART TIME COURSES (See ADMINISTRATIVE FOREWORD: Long Term Schedule, Chart No. 3 for courses presently scheduled.)

A. Spoken Courses

Elementary Spoken (Phases I, II)
Intermediate Spoken (Phases I, II)

French
German
Italian
Russian
Spanish

B. Reading Courses

The reading program in a number of languages consists of the following courses:

Elementary Reading
Applied Translation Group

Afrikaans
Arabic
Dutch
French
German
Italian
Portuguese
Romanian
Spanish

The general reading program in Slavic and East European languages consists of the following courses:

Elementary Reading (Phases I and II)
Intermediate Reading (Phases I and II)

Bulgarian
Czech
Finnish
Hungarian
Polish
Russian
Serbo-Croatian
Slovak

Advanced Reading (Phases I and II)

Russian

C. Special Reading Courses

For those persons whose need for a reading knowledge of the Russian language is limited or specialized, the following courses are offered:

Russian Familiarization

Short Course in Elementary Russian (Phases I and II)

Elementary Russian Grammar and Reading for Science and Technology (Phases I and II)

Economic, or Political, or Scientific Russian Reading (Phases I and II) is offered for those individuals who need to do specialized reading at the intermediate level.

Translation Workshop in East European Languages is offered for those persons who need to do specialized or general reading in Slavic and East European languages at the intermediate or advanced level.

D. Japanese Courses (Reading, Writing, and/or Speaking)

Elementary Japanese

Intermediate Japanese

Advanced Japanese

TITLE Basic (Intensive)

OBJECTIVE Develop basic fluency in speaking, reading and writing the language

PREREQUISITES Top Secret clearance
Language Aptitude Test
Interview with instructor
Certification by Qualifications Review Panel

ENROLLMENT 4 to 8

DURATION Full-time

LOCATION Headquarters

The basic course places emphasis initially on pronunciation and spoken language proficiency. Instruction includes classroom drill with native speakers of the language, laboratory drill with recorded materials, exposition of grammar. Later in the course, written materials are introduced in varying degrees depending on length of course and difficulty of the writing system; practice in correct written usage is introduced in some languages at this stage of instruction. In some courses, lectures are given by guest speakers.

Upon successful completion of this course a person should be able to speak the language correctly in a variety of conversational situations. Ability to read and write the language will vary with the writing system of the language.

TITLE Advanced (Intensive) - (Phase I and Phase II)

OBJECTIVE Develop conversational, writing, and reading fluency at
the intermediate level

PREREQUISITES Top Secret clearance
Satisfactory completion of Basic (Intensive) course, or
demonstration of equivalent level of proficiency through
Language Proficiency Test
Interview with instructor

ENROLLMENT 4 to 10

DURATION Full-time

LOCATION Headquarters

The course emphasizes realistic, informal, conversational situations. Students are required to present oral reports on subjects of their own choosing. Course includes intensive reading of political, economic, and literary writings with discussion of materials read. Some written work (composition in the language) is required.

On the successful completion of Phase I, student should be able to speak, read, and write the language with considerable facility. Completion of Phase II should result in advanced fluency.

SECRET/CIA OFFICIALS ONLY

TITLE Applied Languages (Intensive)

OBJECTIVE Introduction to understanding social and geographic variations, operational use for communications and psychological purposes, and terminology of the intelligence profession of the language

PREREQUISITES Top Secret clearance
Satisfactory completion of Advanced (Intensive) course, or demonstration of equivalent level of proficiency through Language Proficiency Test
Interview with instructor

ENROLLMENT 4 to 10

DURATION Full-time

LOCATION Headquarters

This is a continuation of Advanced (Intensive) training. This course provides an introduction to an understanding of social and geographic variations in the language, provides an approach to the operational use of the language for communication and psychological purposes, and provides an introduction to terminology of the intelligence profession.

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TITLE Elementary Spoken (Phase I)

OBJECTIVES Recognition and accurate production of all sounds of the language. Production of structurally correct sentences as used in everyday conversation. Acquaintance with principal grammatical forms and basic vocabulary of the spoken language. Ability to converse in the language on everyday subjects

PREREQUISITES Top Secret clearance
Interview with instructor
Language Aptitude Test

ENROLLMENT 4 to 8

DURATION Ten weeks: five two-hour classes per week, plus fifteen hours of laboratory drill each week

or

Sixteen weeks: three two-hour classes per week, plus nine hours laboratory drill each week (Arabic and Dutch only)

LOCATION Headquarters

Emphasis is placed on correct pronunciation and fluency in the material covered. Simple sentences are introduced in the classroom. The student uses laboratory listening and recording facilities for drill in pattern sentences. Classroom drill is given in the use of pattern sentences and similar material from other sources. Drills are supplemented by grammatical instruction. Simple reading materials are used in all classes except Arabic.

On completion of this course a student should be able to understand and speak the language in a modest variety of everyday situations. A firm basis is provided for improvement of proficiency through further study and practical experience.

SECRET/CIA OFFICIALS ONLY

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TITLE Intermediate Spoken (Phase I)

OBJECTIVES Refinement of ability to accurately produce and distinguish all the sounds of the language. Expansion of the student's stock of basic sentences and expressions, with emphasis on their cultural application. Increase ability to comprehend normal spoken language in a large variety of situations. Expansion of basic vocabulary

PREREQUISITES Top Secret clearance
Elementary Spoken (Phases I and II), or equivalent
Interview with instructor

ENROLLMENT 4 to 8

DURATION 10 weeks: 3 two-hour classes per week, plus 9 hours
laboratory

or

16 weeks: 3 two-hour classes per week, plus 9 hours
laboratory (Russian only)

LOCATION Headquarters

Review and refined treatment of the grammar. An expansion of vocabulary through dialogues, readings and recordings as applied in basic cultural situations. Emphasis is placed on the student's capacity to converse spontaneously in the language. The course is a continuation of Elementary Spoken (Phases I and II), and is suitable for others who need more advanced instruction in the spoken language.

On successful completion of the course the student should be able to understand and speak the language in a large variety of non-technical situations. Moreover, he should possess an understanding of the cultural context of the language and have the ability to function properly within it.

SECRET/CIA OFFICIALS ONLY

TITLE Elementary Spoken (Phase II)

OBJECTIVES Improve ability to produce and distinguish all sounds of the language. Increase student's stock of basic sentences and expressions. Improve ability to analyze expressions so that components can be applied to new situations. Increase ability to comprehend normal spoken language in a variety of non-technical situations. Extend basic vocabulary

PREREQUISITES Top Secret clearance
Phase I, or equivalent
Interview with instructor

ENROLLMENT 4 to 8

DURATION Ten weeks: five two-hour classes per week, plus 15-17 hours of laboratory drill and outside preparation per week

or

Ten - sixteen weeks: three two-hour classes per week, plus nine hours of laboratory drill per week

LOCATION Headquarters

A thorough review of Phase I material is given, as well as additional material in the form of dialogues, reading material and recorded drill materials. The course is a continuation of Phase I, and is suitable for others who need additional elementary instruction in spoken language.

On completion of the course a student should be able to understand and speak the language in a variety of non-technical situations, and expand his knowledge through further study and practical experience.

SECRET/CIA OFFICIALS ONLY

TITLE Intermediate Spoken (Phase II)

OBJECTIVES Complete mastery of the ability to produce and understand all the sounds of the language. Enlarge student's stock of basic sentences and expressions, with emphasis on a more particularized set of cultural situations. Mastery of comprehension of the normal spoken and written language in a practically unlimited set of non-technical situations. Extension of vocabulary to include terminology of the field of intelligence

PREREQUISITES Top Secret clearance
Elementary Spoken (Phases I and II), and Intermediate Spoken (Phase I), or equivalent
Interview with instructor

ENROLLMENT 4 - 8

DURATION 10 weeks: 3 two-hour classes per week, plus 9 hours laboratory

or

16 weeks: 3 two-hour classes per week, plus 9 hours laboratory

LOCATION Headquarters

A review of Phase I material is provided, as well as a large variety of written and recorded material concerning which the student is expected to converse freely. The course is a continuation of Phase I, and is suitable for others who need advanced application of the spoken language.

On completion of the course the student should be able to communicate with accuracy in an unlimited variety of situations with a comprehensive understanding of their cultural context, and accurately employ intelligence vocabulary.

SECRET/CIA OFFICIALS ONLY

SECRET/CIA OFFICIALS ONLY

TITLE Elementary Reading

OBJECTIVES Pronunciation of the language as an aid in understanding written texts. Ability to identify structural elements of the language found in textual material. Learn and retain limited vocabulary. Ability to identify items from context, or through proper use of a dictionary

PREREQUISITES Top Secret clearance
Interview with instructor
Language Aptitude Test

ENROLLMENT 4 to 10

DURATION 10 to 16 weeks: 3 two-hour classes per week, plus nine hours laboratory drill and/or outside preparation each week

LOCATION Headquarters

The course includes complete grammatical exposition, reading and analysis of practice texts, and discussion of problems inherent in translation. Where the language uses an unfamiliar writing system, as in Arabic, the text materials are kept simple and emphasis is placed on familiarity with the writing system. Thus, progress is proportionately slower than in other languages.

Students read newspapers, with the aid of a dictionary, and gain practical proficiency through independent study and practical experience. For further study, please see the Applied Translation Group course listing.

SECRET/CIA OFFICIALS ONLY

SECRET/CIA OFFICIALS ONLY

TITLE Applied Translation Group

OBJECTIVES Intensive review of the elements of structure of the language concerned. Ability to analyze and apply translation techniques to technical materials in the student's field of interest. Acquisition of specialized vocabulary pertinent to student's field of interest

PREREQUISITES Top Secret clearance
Interview with instructor

ENROLLMENT 4 to 10

DURATION Ten weeks: one 1-hour grammar presentation and one 3-hour translation period per week. This class schedule may be revised to meet individual needs

LOCATION Headquarters

This course functions as an intermediate phase of reading instruction and affords a complete grammatical review for students with previous experience in the language concerned. During the translation period each student works independently on the translation of materials dealing with his own field of interest. Material selected for translation is of the type which the student normally encounters in his job assignment. Individual guidance is provided by the instructor during the translation session. All translation produced during each meeting is reviewed by the instructor.

SECRET/CIA OFFICIALS ONLY

TITLE Elementary Reading (Phase I)

OBJECTIVES Ability to produce and distinguish the sounds of the language. Ability to employ the major structural elements of the language in reading and limited conversation. Acquisition of a basic vocabulary for reading and speaking. Proper use of a dictionary

PREREQUISITES Top Secret clearance
Language Aptitude Test
Interview with instructor

ENROLLMENT Minimum: 4 to 15

DURATION 16 weeks: 3 two-hour classes per week, plus 6 hours of preparation and laboratory drill

LOCATION Headquarters

General introduction to the language with primary emphasis on reading. Amount of spoken language drill varies with the language concerned. Instruction includes grammatical exposition, oral and written drill, and reading of practice texts, including graded readings and selected newspaper texts on economic, political, and sociological subjects, and materials approximating those likely to be encountered by intelligence officers and analysts.

On completion of the course the student should be able to read general newspaper texts with the aid of a dictionary, with fair accuracy at moderate speed. He should be able to employ the language in limited conversational situations, varying with the particular language.

SECRET/CIA OFFICIALS ONLY

TITLE Elementary Reading (Phase II)

OBJECTIVES Improvement of ability to produce and distinguish the sounds of the language. Increased ability to identify the structural elements of the language in written texts and to use them in spoken language. Vocabulary building, particularly for reading. Improvement of ability to identify vocabulary items from context and refinement of dictionary use

PREREQUISITES Top Secret clearance
Elementary Reading (Phase I), or equivalent
Interview with instructor
Language Aptitude Test

ENROLLMENT 4 to 15

DURATION 16 weeks: 3 two-hour classes per week, plus laboratory drill

LOCATION Headquarters

Continuation of Phase I, with increasing emphasis on reading. Instruction includes review of grammatical essentials, reading and analysis of selected practical texts, and discussion of problems inherent in the translation process.

On completion of this course, the student should have good grasp of structural essentials and increased ability to read general newspaper materials. Further practice and course work are necessary to attain specialized knowledge, and an advanced level of speed and accuracy.

SECRET/CIA OFFICIALS ONLY

TITLE Intermediate Reading (Phase I)

OBJECTIVES Improve fluency in reading on the intermediate level

PREREQUISITES Top Secret clearance
Elementary Reading (Phases I and II), or equivalent
Interview with instructor, or Language Proficiency Test

ENROLLMENT 5 to 15

DURATION 16 weeks: 3 two-hour classes per week, plus 7 hours of
preparation and laboratory drill

LOCATION Headquarters

This course includes a review of basic grammar and some practice in conversation. Texts include: grammar, dictionary, intermediate readers, and a conversational manual. These are supplemented by newspaper selections on economic, political, and sociological subjects, and by materials approximating those likely to be encountered by intelligence officers and analysts. There are outside readings by students in their own respective fields of interest. Special problems of the translation process are given consideration throughout the course.

On completion of the course the student should be able to read newspaper materials at a moderate speed with the aid of a dictionary.

Students particularly interested in acquiring an effective speaking knowledge are advised to enroll in a two-hour seminar conducted once a week in some of the languages.

SECRET/CIA OFFICIALS ONLY

TITLE Intermediate Reading (Phase II)

OBJECTIVES Develop fluency in reading at the intermediate level, and improve conversational ability

PREREQUISITES Top Secret clearance
Intermediate Reading (Phase I), or equivalent
Interview with instructor, or Language Proficiency Test

ENROLLMENT 5 to 15

DURATION 16 weeks: 3 two-hour classes per week, plus 7 hours of preparation and laboratory drill

LOCATION Headquarters

Continuation of Intermediate Reading (Phase I). On completion of the course the student should be able to read general newspapers, with the aid of a dictionary, at a speed approaching the advanced level, and to converse with some spontaneity on a limited range of topics.

SECRET/CIA OFFICIALS ONLY

TITLE Advanced Reading (Phase I)

OBJECTIVE Develop speed and accuracy in reading contemporary publications

PREREQUISITES Top Secret clearance
Elementary Reading (Phases I and II)
Intermediate Reading (Phases I and II), or equivalent
Interview with instructor

ENROLIMENT 5 to 15

DURATION 16 weeks: two 1½-hour classes per week, plus 6 hours preparation

LOCATION Headquarters

Emphasis is on materials likely to be encountered by intelligence officers and analysts. Texts include: several advanced readers, newspapers and magazine selections, grammar, and dictionary for reference purposes. There are outside readings by students in their specialized fields of interest. Special attention is devoted to translation problems and to recent terminology and abbreviations.

On completion of this course, the student should be able to read journalistic language with considerable rapidity and accuracy, with only occasional reference to a dictionary.

Students particularly interested in acquiring an effective speaking knowledge are advised to enroll in one of the two-hour seminars which are conducted each week.

TITLE Advanced Reading (Phase II)

OBJECTIVE Develop speed and accuracy in reading contemporary publications

PREREQUISITES Top Secret clearance
Elementary Reading (Phases I and II)
Intermediate Reading (Phases I and II)
Advanced Reading (Phase I)
Interview with instructor

ENROLLMENT 5 to 15

DURATION 16 weeks: two 1 1/2-hour classes per week, plus 6 hours preparation

LOCATION Headquarters

Emphasis is on materials likely to be encountered by intelligence officers and analysts. Texts include: several advanced readers, newspaper and magazine selections, grammar, and dictionary for reference purposes. There are outside readings by students in their specialized fields of interest. Special attention is devoted to translation problems and to recent terminology and abbreviations.

On completion of this course, the student should be able to handle complicated material with only occasional reference to a dictionary. In all probability he will still benefit by further practice and course work as prescribed by instructor.

Students particularly interested in acquiring an effective speaking knowledge are advised to enroll in one of the two-hour seminars which are conducted each week.

SECRET/CIA OFFICIALS ONLY

TITLE Russian Familiarization
OBJECTIVE Orientation to the Russian language
PREREQUISITES Top Secret clearance
 Language Aptitude Test
ENROLLMENT 10 to 25
DURATION 8 weeks: 2 one-hour classes per week
LOCATION Headquarters

This is an introductory course designed for persons whose analytical, editorial or secretarial work requires minimal familiarity with Russian. A familiarization manual introduces the alphabet, the transliteration system employed by the Agency, and several hundred nouns, adjectives and other word-types. Special attention is given to geographic and personal names. The typical Russian sentence structures are discussed.

On completion of the course the student should be able to transliterate Russian accurately, find words in a dictionary, and locate items in an encyclopedia.

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SECRET/CIA OFFICIALS ONLY

TITLE Short Course in Elementary Russian (Phase I)

OBJECTIVE Acquaintance with the minimum notions of Russian pronunciation, structure, vocabulary, and reading

PREREQUISITES Top Secret clearance
Language Aptitude Test
Interview with instructor

ENROLLMENT 5 to 20

DURATION 16 weeks: two 1 1/2-hour classes per week, plus 5 hours of preparation each week, and laboratory drill

LOCATION Headquarters

The course is especially designed for clerical personnel, analysts, and supervisors in need of a rudimentary knowledge of Russian. It will include: alphabet and transliteration, outline of grammar, practice in reading of names and simple sentences, guidance in the use of dictionaries and encyclopedias.

On successful completion of this course, the student should be able to perform the simplest types of sentences, titles, and names, with the aid of a dictionary, and to transliterate easily.

SECRET/CIA OFFICIALS ONLY

TITLE Short Course in Elementary Russian (Phase II)

OBJECTIVE Acquaintance with Russian essentials, and introduction to the reading of simple texts

PREREQUISITES Top Secret clearance
Language Aptitude Test
Interview with instructor
Short Course in Elementary Russian (Phase I)

ENROLLMENT 5 to 20

DURATION 16 weeks: two 1 1/2-hour classes per week, plus 5 hours of preparation each week, and laboratory drill

LOCATION Headquarters

The course continues the study of grammar and introduces the student to the reading of simple texts.

At the end of the course the student should have acquired some slight facility in the reading of simple Russian with much use of the dictionary. Continuation in the Translation Workshop, or similar courses, will be necessary in order to gain any real functional reading ability.

TITLE Elementary Russian Grammar and Reading for Science and Technology (Phase I)

OBJECTIVE Acquaintance with fundamentals of Russian as basis for developing ability to read scientific Russian

PREREQUISITES Top Secret clearance
Language Aptitude Test
Interview with instructor

ENROLLMENT 5 to 15

DURATION 16 weeks: three 1 1/2-hour classes per week, plus 6 hours of preparation

LOCATION Headquarters

Study of the rudiments of Russian grammatical structure and vocabulary as a basis for scientific reading. Early in the course, brief and simple readings in scientific and technological Russian are assigned, and materials increase in length and difficulty as the course progresses. Special attention is paid to Soviet scientific terminology and abbreviations, and to scientific establishments.

On completion of this course the student should have made appreciable beginnings in familiarizing himself with the essentials of Russian, and in the reading of the simplest type of scientific and technological materials.

SECRET/CIA OFFICIALS ONLY

TITLE Elementary Russian Grammar and Reading for Science and Technology (Phase II)

OBJECTIVES Acquaintance with the fundamentals of Russian, and ability to read simple scientific and technological Russian

PREREQUISITES Top Secret clearance
Language Aptitude Test
Interview with instructor

ENROLLMENT 5 to 15

DURATION 16 weeks: three 1 1/2-hour classes per week, plus 6 hours of preparation

LOCATION Headquarters

This is a continuation of Elementary Russian Grammar and Reading for Science and Technology (Phase I).

On completion of this course, the student should be acquainted with the main grammatical elements of Russian and should be able to read simple scientific and technological materials very slowly with the aid of a dictionary. Practice will be necessary to develop further speed and accuracy. Ordinarily, the student will be eligible to enroll in Translation Workshop, Scientific Russian Reading (Phases I and II), or other appropriate courses as determined in consultation with instructor.

SECRET/CIA OFFICIALS ONLY

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TITLE Economic or Political, or Scientific Russian Reading
(Phase I)

OBJECTIVE Develop fluency in reading contemporary Soviet economic,
political, or scientific materials

PREREQUISITES Top Secret clearance
Elementary Russian Reading (Phases I and II), or one
year of college Russian, or equivalent
Language Aptitude Test
Interview with instructor

ENROLLMENT 5 to 20

DURATION 16 weeks: 3 two-hour classes per week, plus supervised
preparation

LOCATION Headquarters

These courses are devoted exclusively to reading and interpreting Soviet economic, political, or scientific thought expressed in Russian newspapers and magazines. The items are presented in special readers. Attention is given to problems of the translation process, and to recent terminology and abbreviations. Grammatical explanation is presented when necessary.

On completion, the student should be able to read economic, political, and scientific material at a moderate speed, with the aid of a dictionary. More practice will be needed.

Students interested in acquiring an effective speaking knowledge are advised to enroll in one of the two-hour seminars conducted each week.

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TITLE Economic, or Political, or Scientific Russian Reading
(Phase II)

OBJECTIVE Develop increased fluency in reading contemporary Soviet
economic, political, or scientific materials at the
intermediate level

PREREQUISITES Top Secret clearance
Economic, or Political, or Scientific Russian Reading
(Phase I), or equivalent
Language Aptitude Test
Interview with instructor

ENROLLMENT 5 to 20

DURATION 16 weeks: 3 two-hour classes per week, plus supervised
preparation

LOCATION Headquarters

These courses are a continuation of Economic, or Political, or
Scientific Russian Reading (Phase I).

On completion of the course, the student should be able to read
economic, political, or scientific material, with the aid of a diction-
ary, at a speed approaching the advanced level. Through consultation
with the instructor, it will be decided whether the student is in need
of further course work, and which courses might be desirable.

Students interested in acquiring an effective speaking knowledge
are advised to enroll in one of the two-hour seminars conducted each
week.

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TITLE Translation Workshop in East European Languages
(Albanian, Bulgarian, Czech, Finnish, Hungarian,
Polish, Russian, Serbo-Croatian, Slovak)

OBJECTIVE Improvement of speed and accuracy in reading and
translation

PREREQUISITES Top Secret clearance
Elementary knowledge of language studied
Interview with instructor

ENROLLMENT 5 to 25

DURATION 16 weeks: 1 three-hour meeting per week, plus at least
5 hours of outside translation

LOCATION Headquarters

The purpose of the Translation Workshop is to furnish Agency personnel, who have an elementary or better knowledge of an East European language, the opportunity to improve their reading ability and to receive practice in the art of translation. Materials used will consist largely of newspapers and periodicals appearing in the respective East European country, or the United States and elsewhere. Whenever desirable, students are encouraged to use as texts materials within their field of specialization. The Workshop period will be used for discussions of translation problems, consideration of abbreviations, and new terminology, as well as for the checking of student's work and for further translation under the actual supervision and guidance of the instructor.

Upon the completion of this course, the student should have appreciably improved both his speed and accuracy of translation and reading. In most cases, he ought to continue in the Translation Workshop, or some other form of course work, until he has achieved real proficiency in reading, and rarely needs to refer to the dictionary.

SECRET/CIA OFFICIALS ONLY

SECRET/CIA OFFICIALS ONLY

TITLE Elementary Reading, Writing, and/or Speaking Japanese

OBJECTIVE Basic knowledge of written, reading, and/or spoken Japanese

PREREQUISITES Top Secret clearance
Language Aptitude Test
Interview with instructor

ENROLLMENT 6 to 8

DURATION 39 weeks: 3 two-hour classes per week, plus nine hours laboratory

LOCATION Headquarters

The course covers one hour of reading and written language requiring the mastering of about 800 ideographs, including the alphabets (in square and script form), and one hour of the colloquial (spoken) language. Either the reading and writing, or speaking may be taken separately.

SECRET/CIA OFFICIALS ONLY

TITLE Intermediate Reading, Writing, and/or Speaking Japanese

OBJECTIVE Intermediate knowledge of written, reading, and/or spoken Japanese

PREREQUISITES Top Secret clearance
Elementary Reading, Writing, and/or Speaking Japanese course, or equivalent
Interview with instructor

ENROLLMENT 6 to 8

DURATION 39 weeks: 3 two-hour classes per week, plus nine hours laboratory

LOCATION Headquarters

The course covers one hour of reading and written language requiring the mastering of about 800 ideographs additional to those learned in the elementary course, and one hour of drill in the colloquial (spoken) language, including the use of films. Either the reading and writing, or speaking may be taken separately.

SECRET/CIA OFFICIALS ONLY

TITLE Advanced Reading, Writing, and/or Speaking
 Japanese

OBJECTIVE Advanced knowledge of written, reading and/or
 spoken Japanese

PREREQUISITES Top Secret clearance
 Intermediate Reading, Writing, and/or Speaking Japanese
 course, or equivalent

ENROLLMENT 6 to 8

DURATION 39 weeks: 2 three-hour classes per week, plus nine hours
 laboratory

LOCATION Headquarters

The course covers one hour of reading, and one hour of written language, both requiring the mastering of about 800 ideographs additional to those learned in the elementary and intermediate courses, and one hour of drill in the colloquial (spoken) language, including the use of films. Either the reading and writing, or speaking may be taken separately.

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LANGUAGE AND AREA (EXTERNAL)*

Introduction

1. These offerings are not all-inclusive. External language and area training may be pursued at nearly all universities in the United States and at many overseas. Virtually no programs or courses are identical even though the subject may be the same. Final selection of institutions, and determination of programs, are made by the Office of Training on a basis of the stated objectives for training. It is expected that most needs for external language and area training will be met by courses and programs described in the Catalog, or by other programs later announced by the Office of Training. Only when required training is not obtainable through any of these programs, and is not available through other scheduled courses in academic institutions, should special, unscheduled programs be developed.

2. Requests should be submitted not less than one month, and preferably three or more months, in advance. A few of these courses are available only once a year and others only twice a year. The languages in greatest demand, however, are available several times a year. To assure accommodations for Agency employees, therefore, planning in some cases should be done much in advance, and early consultation with OTR is advised.

3. On an individual basis, area specialist programs can be developed for persons concerned with almost any area of the world. These programs are intended, however, only for exceptional employees whom it is desired to develop as rounded language officers with advanced fluency in all aspects of the language or as advanced area specialists.

4. Personnel from the Department of Defense, Department of State, and other Government agencies participate in these programs.

5. Except for the Area Analysts Program, the Area Specialists Programs include one to two years of discipline language and area study overseas. Offices sponsoring individuals for these programs should plan field duty assignments to follow immediately the training period, for a period extended to total time for a normal tour of duty in the area. (Exception: USSR Program)

*See LANGUAGE (INTERNAL), and AREA (INTERNAL)

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Language Programs Available at other Government Training Facilities

It is probable that arrangements could be made for Agency employees in the following intensive, full-time programs at the Army Language School, the Navy Language School, or the Department of State. Other programs will be announced at a later date.

<u>LANGUAGE</u>	<u>STARTING DATE</u>	<u>DURATION</u>
Albanian	September 1956	47 weeks
Arabic	July 1956	10 months
	September 1956	47 weeks
	January 1957	10 months
	January 1957	47 weeks
	March 1957	47 weeks
	June 1957	47 weeks
	July 1957	10 months
Bulgarian	September 1956	47 weeks
	November 1956	47 weeks
	March 1957	47 weeks
	June 1957	47 weeks
Burmese	January 1957	47 weeks
Chinese-Cantonese	August 1956	47 weeks
	January 1957	47 weeks
	April 1957	47 weeks
Chinese-Mandarin	August 1956	33 weeks
	August 1956	47 weeks
	November 1956	33 weeks
	November 1956	47 weeks
	January 1957	15 months
	January 1957	33 weeks
	January 1957	47 weeks
	April 1957	33 weeks
	April 1957	47 weeks
June 1957	47 weeks	
Czech	July 1956	37 weeks
	September 1956	47 weeks
	November 1956	47 weeks
	January 1957	37 weeks
	January 1957	47 weeks
(Slovak)	April 1957	47 weeks
	June 1957	47 weeks

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Language Programs Available at other Government Training Facilities

Finnish	August 1956	47 weeks
	January 1957	47 weeks
French	July 1956	24 weeks
	July 1956	4 1/2 months
	October 1956	4 1/2 months
	November 1956	24 weeks
	January 1957	24 weeks
	January 1957	4 1/2 months
	April 1957	4 1/2 months
	June 1957	24 weeks
	July 1957	4 1/2 months
	October 1957	4 1/2 months
German	July 1956	24 weeks
	November 1956	24 weeks
	January 1957	24 weeks
	January 1957	9 months
	June 1957	24 weeks
	July 1957	9 months
Greek	November 1956	47 weeks
	March 1957	47 weeks
Hungarian	September 1956	47 weeks
	November 1956	47 weeks
	April 1957	47 weeks
	June 1957	47 weeks
Indonesian	September 1956	47 weeks
	June 1957	47 weeks
Italian	July 1956	24 weeks
	July 1956	5 1/4 months
	January 1957	24 weeks
	January 1957	5 1/4 months
	July 1957	5 1/4 months
Japanese	August 1956	47 weeks
	November 1956	47 weeks
	January 1957	47 weeks
	January 1957	8 months
	April 1957	47 weeks

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Language Programs Available at other Government Training Facilities

Korean	August 1956	37 weeks
	August 1956	47 weeks
	November 1956	37 weeks
	November 1956	47 weeks
	January 1957	37 weeks
	January 1957	47 weeks
	April 1957	47 weeks
	June 1957	37 weeks
	June 1957	47 weeks
Lithuanian	August 1956	47 weeks
	January 1957	47 weeks
Persian	September 1956	47 weeks
	March 1957	47 weeks
Polish	August 1956	47 weeks
	September 1956	37 weeks
	November 1956	47 weeks
	January 1957	47 weeks
	April 1957	37 weeks
	April 1957	47 weeks
Portuguese	July 1956	24 weeks
	July 1956	5 1/4 months
	January 1957	24 weeks
	January 1957	5 1/4 months
	July 1957	5 1/4 months
Romanian	July 1956	37 weeks
	September 1956	37 weeks
	November 1956	37 weeks
	March 1957	37 weeks
Russian	July 1956	24 weeks
	July 1956	9 months
	August 1956	47 weeks
	September 1956	24 weeks
	September 1956	47 weeks
	October 1956	9 months
	November 1956	24 weeks
	November 1956	47 weeks
	January 1957	24 weeks
	January 1957	47 weeks
	January 1957	9 months
	March 1957	24 weeks
	April 1957	9 months
	June 1957	24 weeks
June 1957	47 weeks	
July 1957	9 months	
October 1957	9 months	

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Language Programs Available at other Government Training Facilities

Serbo-Croatian	January 1957	47 weeks
	March 1957	47 weeks
Slovene	June 1957	47 weeks
Spanish	July 1956	24 weeks
	July 1956	4 1/2 months
	November 1956	24 weeks
	January 1957	24 weeks
	January 1957	4 1/2 months
	June 1957	24 weeks
	July 1957	4 1/2 months
Thai	June 1957	47 weeks
Turkish	August 1956	47 weeks
	January 1957	47 weeks
	June 1957	47 weeks
Ukrainian	August 1956	47 weeks
Viet-Nameese	August 1956	47 weeks
	June 1957	47 weeks

AREA
(Internal)

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AREA (INTERNAL)*

Introduction

1. The Office of Training has developed a program of internal courses on all foreign areas with intelligence significance for the U. S. Those courses which are available are listed at the end of this introduction. Additional courses will be announced as they are established. The courses are arranged within these categories.

2. Basic Country Survey:

An introduction to the study of the sociological, political and economic factors, which historically and currently influence the culture, attitudes, development and foreign relations of each country with which the United States is concerned. Each survey course deals with either a country of major interest, [REDACTED] or a group of countries, such as Indo-China. Each course consists of sixty (60) hours of classroom instruction, supplemented by directed outside reading, and is open to personnel engaged in intelligence collection, operations, evaluation, or support in connection with the country or countries covered.

25X1A

3. Regional Survey:

An introduction to the various regional aspects and developments of significant groupings of foreign countries, such as Arab States or Southeast Asia, the emphasis being directed toward the regional integrity or interrelationship rather than the component parts. Each course focuses on a grouping based upon political, economic, cultural or strategic factors and is designed to meet the requirements of the intelligence community. Each course consists of sixty (60) hours of classroom instruction, supplemented by directed outside reading, and is open to personnel engaged in intelligence collection, operations, evaluation or support in connection with the region covered.

4. Americans Abroad:

An introduction to social customs, significant cultural and national attitudes and sensitivities, traditional and current attitudes toward foreigners, and other matters affecting overseas duty in a given country or area. Each course focuses on the peculiar conditions and problems affecting personal and professional effectiveness in that country or area. Each course consists of fifteen to eighteen (15 - 18) hours of instruction. These courses are designed for all employees going to a country or area for the first time, and for their dependents, and for personnel who will be working with nationals from those locations.

*See EXTERNAL

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5. Current Problems Survey:

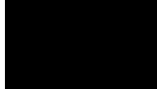
A seminar program will be designed to develop a sharper appreciation of the elements and factors involved in the discharge of intelligence responsibilities, through the study of a specific phase of the political, economic or sociological aspects of a foreign country or area. Each course will consist of from twenty-four to thirty-six (24 - 36) hours of seminar discussion and occasional lectures, with a senior person experienced in the field of intelligence production and evaluation as moderator. Supplementary reading, group conferences and the preparation of seminar papers will be required. The courses will be designed for those who have completed an appropriate BCS or RS course or the equivalent thereof, who have had at least two years in the country or area concerned, or equivalent desk duty at Headquarters, and who are judged to have the other necessary qualifications for participation.

6. Omnibus Program:

This program will consist of the appropriate Basic Country Survey course or Regional Survey course, and the Americans Abroad course, plus language training, constituting full-time training of ten weeks' duration. Supplementary reading, preparation of papers, and laboratory drill will be required. These courses will be designed for all personnel engaged in intelligence production, operations, or services relating to the country, or region of concern, who are scheduled for overseas duty.

7. For announcements of currently available courses, other than those listed below, contact Training Liaison Officers or the Language and External Training School.

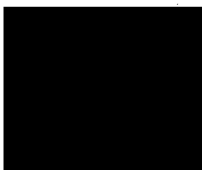
Basic Country Surveys



Regional Surveys

- Middle East
- Economic Factors in Asia
- Fertile Crescent
- Free Europe
- National Interest of U. S. in Middle East*
- Northeast Asia
- Russia in Asia
- Southeast Asia
- Soviet Bloc

Americans Abroad



*All courses are part time except those asterisked

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25X1A

25X1A

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TITLE Physical and Economic Geography of the USSR

OBJECTIVE Familiarize analysts with Russian geographic terminology and substance

PREREQUISITES Secret clearance
Elementary Russian Language course

ENROLLMENT 5 to 15

DURATION Sixteen weeks - two 1-hour classes per week, plus outside preparation

LOCATION Headquarters

The course is conducted by ORR on a seminar basis, and is devoted to reading and translating condensed Russian materials on the geography of the USSR. The prepared text covers physical aspects such as location, boundaries, climate, natural vegetation zones; also rivers, highlands, and lowlands by physical regions; and administrative divisions. Economic components surveyed include agriculture, industry, transportation, and demography.

The translation and discussion of the materials are supplemented by lectures presented by members of the USSR Branch of the Geography Division.

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AREA & LANGUAGE
(External)

TITLE Area Specialists Program (China)

OBJECTIVE Medium fluency in speaking and reading Chinese with basis adequate for individual development of the advanced fluency of a competent language officer; familiarity in breadth, but not necessarily in depth, with Chinese history, culture and current attitudes

PREREQUISITES Top Secret clearance

One year of Agency service

Bachelor's degree, or equivalent

Competence to perform graduate study

Above-average language aptitude

Record of above-average duty performance, and positive motivation

Certification by OTR Qualifications Review Panel (not later than November)

ENROLLMENT Unlimited (annually)

DURATION 2 years (beginning about 1 January)

LOCATION United States [REDACTED]

25X1A

Only persons who have capability for graduate study, above-average motivation, and above-average aptitude for language study should apply for this program.

Intensive language-area program; eight months of basic Chinese language and area study in the United States, followed by one year of advanced language and area study [REDACTED]

25X1A

TITLE Area Specialists Program (Japan)

OBJECTIVE Medium fluency in speaking and reading Japanese with basis adequate for individual development of the advanced fluency of a competent language officer; familiarity in breadth, but not necessarily in depth, with Japanese history, culture and current attitudes

PREREQUISITES Top Secret clearance

One year of Agency service

Bachelor's degree, or equivalent

Competence to perform graduate study

Above-average language aptitude

Record of above-average duty performance, and positive motivation

Certification by OTR Qualifications Review Panel (not later than November)

ENROLLMENT Unlimited (annually)

DURATION 2 years (beginning about 1 January)

LOCATION United States [REDACTED]

25X1A

Only persons who have capability for graduate study, above-average motivation, and above-average aptitude for language study should apply for this program.

Intensive language-area program; eight months of basic Japanese language and area study in the United States, followed by one year of advanced language [REDACTED]

25X1A

TITLE Area Specialists Program (Near East)

OBJECTIVE Medium fluency in speaking and reading Arabic with basis adequate for individual development of the advanced fluency of a competent language officer; familiarity in breadth, but not necessarily in depth, with Near Eastern history, culture and current attitudes

PREREQUISITES Top Secret clearance

One year of Agency service

Bachelor's degree, or equivalent

Competence to perform graduate study

Above-average language aptitude

Record of above-average duty performance, and positive motivation

Certification by OTR Qualifications Review Panel (not later than November)

ENROLLMENT 1 to 6 (annually)

DURATION 2 years (beginning about 1 January)

LOCATION United States [REDACTED] 25X1A

Only persons who have capability for graduate study, above-average motivation and above-average aptitude for language study should apply for this program. 25X1A



TITLE Area Specialists Program (USSR)

OBJECTIVE Broad understanding of the Soviet Union, its peoples and language, basic to sound decisions and estimates concerning potentialities and plans of the USSR and contiguous areas

PREREQUISITES Top Secret clearance

One year of Agency service

Bachelor's degree, or equivalent

Competence to perform graduate study


Speak, read and write Russian with moderate fluency (equal to Level II of "Time Requirements for Foreign Language Achievement," second edition, February 1955)

At least one year of graduate study specializing on the USSR at a university with a recognized specialists program, or the equivalent in professional experience (not less than 3 years of specialization on the area)

Certification by OTR Qualifications Review Panel (not later than March)

ENROLLMENT 1 to 3 (annually)

DURATION 2 years (beginning about 1 August)

25X1A LOCATION 

Intensive language-area program; two years of advanced Russian language training, and area study of the USSR and European Satellites conducted in the Russian language.

TITLE Area Analysts Program (Near East)

OBJECTIVE Introduction to history, culture and current attitudes of the Near East

PREREQUISITES Top Secret clearance

One year of Agency service

Bachelor's degree, or equivalent


Competence to perform graduate study

GS-7 to GS-12, and at least one year of duty at CIA Headquarters directly involving major use of substantive materials on the Near East

Certification by OTR Qualifications Review Panel (not later than April)

ENROLLMENT 1 to 10 (annually)

DURATION 13 weeks (beginning about 1 July)

LOCATION American University 

25X1A

25X1A

(This program is intended only for Headquarters analysts and intelligence officers of the middle grades whose duty assignments are directly related to the Near East. Persons who do not fall within this scope normally will not be considered for this program.)

Area-Language Programs at United States Universities

AFRICA

Scope: Primarily South of the Sahara

Fields: Anthropology, Colonial Administration, Economics, Geography, History, Linguistics, Political Science, Sociology

Languages: Linguistics and linguistic analysis

EASTERN EUROPE

Scope: Albania, Bulgaria, Czechoslovakia, Estonia, Finland, Greece, Hungary, Latvia, Lithuania, Poland, Rumania, Yugoslavia

Fields: Anthropology, Culture, Economics, Folklore, Geography, Government, History, Languages, Literature, Linguistics, Political Science, Sociology

Languages: Albanian, Bulgarian, Czechoslovakian, Estonian, Finnish, Greek (modern), Hungarian, Latvian, Lithuanian, Polish, Rumanian, Serbo-Croatian, Slovak, Slovenian

FAR EAST

Scope: China, Japan, Korea, Mongolia, Tibet

Fields: Anthropology, Art, Economics, Education, Far Eastern Thought, Foreign Trade, Geography, Government, History, International Relations, Languages, Linguistics, Literature, Philosophy, Political Science, Religion, Sociology

Languages: Chinese (Mandarin), Chinese (Cantonese), Japanese, Korean, Mongolian, Tibetan

Area-Language Programs at United States Universities

LATIN AMERICA

Scope: Latin America, including Central America and Caribbean

Fields: Agriculture, Anthropology, Archaeology, Art, Bibliography, Business Administration, Economics, Education, Geography, Government, History, Journalism, Language, Literature, Linguistics, Natural Sciences, Philosophy, Political Science, Sociology

Languages: Portuguese, Spanish

NEAR EAST

Scope: Arab countries, Afghanistan, Israel, India, Pakistan, Turkey

Fields: Anthropology, Archaeology, Art, Business Administration, Civilization, Classical Studies, Economics, Geography, Government, History, International Relations, Languages, Law, Literature, Linguistics, Philosophy, Public Health, Religion, Sociology

Languages: Ancient Languages, Arabic, Coptic, Hebrew, Hindi, Iranian, Indic, Persian, Turkish, Urdu

RUSSIA

Scope: USSR

Fields: Anthropology, Art, Economics, Geography, Government, History, International Relations, Journalism, Languages, Law, Linguistics, Literature, Philosophy, Political Science, Religion, Sociology

Languages: Byelorussian, Russian, Ukrainian

Area-Language Programs at United States Universities

SOUTH ASIA

Scope: Afghanistan, Ceylon, India, Nepal, Pakistan

Fields: Anthropology, Art, Classics, Economics, Geography, History, Languages, Literature, Political Science, Social Psychology, Sociology

Languages: Bengali, Hindi, Malayalam, Pali, Sanskrit, Singhalese, Tamil, Telugu, Urdu

SOUTHEAST ASIA

Scope: Burma, Indo-China, Indonesia, Malaya, Philippines, Thailand

Fields: Anthropology, Art, Economics, Geography, Government, History, Languages, Linguistics, Nutrition, Public Administration, Political Science, Sociology

Languages: Burmese, Chinese dialects of Southeast Asia, Indonesian, Malayo-Polynesian, Siamese, Tagalog, Thai, Vietnamese

WESTERN EUROPE

Scope: France, Germany, Great Britain, Low Countries, Portugal, Scandinavia, Spain, Switzerland

Fields: Anthropology, Art, Economics, Geography, History, Humanities, Journalism, Languages, Literature, Philosophy, Political Science, Sociology

Languages: French, German, Norwegian, Portuguese, Spanish, Swedish

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DEPT. OF DEFENSE

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SECRET/CIA OFFICIALS ONLY

DEPARTMENT OF DEFENSE

Introduction

1. By authority of Public Law 110, 81st Congress, 1951, the Agency may request any of the components of the Department of Defense to accept Agency trainees in any of the Department's colleges or specialized training courses. Accordingly, the Office of Training has obtained specified quotas from Department of Defense senior colleges.
2. The mission of these schools is to train senior officers of the Armed Services and certain other government agencies to exercise joint high-level command and staff functions and perform strategic planning duties in their respective departments. Consequently, the Agency Career Service Board selects and recommends to the DCI for nomination to these courses, career officers of the Agency whose qualifications are parallel in age, training, and experience to the military officers attending each course. The Agency representatives are men whose present or prospective duties require a knowledge of current military doctrine, and who are likely to be collaborating with the Armed Services within the intelligence community in future years. At the same time, they must have had sufficient experience within the Agency to be able to contribute a knowledge of Agency functions and procedures to those phases of the military courses in which the problems of intelligence are implicit. Current requirements are included in Office of Training announcements when applications are requested prior to the dates for selecting candidates.
3. The Agency has had quota allotments at the principal service training courses in intelligence, including one at the Naval Intelligence School, and three at the Army's Strategic Intelligence School. Other intelligence courses are available in such subjects as prisoner of war interrogation, order of battle, and photo interpretation.
4. In addition to these senior command and intelligence training courses, individual employees may be sent to specialized training courses of all the Armed Services and to other special programs controlled at Joint Chiefs of Staff or Department of Defense level. In recent years such training has been obtained at the Aberdeen Proving Ground, at the Chemical Warfare Center, at the Naval Guided Missiles Course; at the Special Forces Training Center, Ft. Bragg; at the Infantry School, Ft. Benning; at the Military Air Transport Service's School, the Army Language School at Monterey, the Naval Schools at Anacostia; and at installations administered by the Quartermaster General, the Chief of Ordnance, and others.
5. The Office of Training maintains current catalogs of training courses and schedules published by the Armed Services. These catalogs list several hundred training courses from basic training to postgraduate study in such professional fields as engineering, law, and medicine.

SECRET/CIA OFFICIALS ONLY

TITLE National War College

OBJECTIVE Prepare selected officers for joint staff and command duties on the highest level, and for the performance of strategic planning duties in their respective departments.

PREREQUISITES Top Secret clearance
+ "S"
GS-14 or above
35 to 45 years of age
Bachelor's degree or higher
Military experience desirable but not obligatory

ENROLLMENT Agency quota - 2 to 3

DURATION Ten months (August to June)

LOCATION Fort Leslie J. McNair, Washington, D.C.

Analysis of the nature and interdependence of the several factors of national power of the United States and other nations.

Study of the integration of military and foreign policy.

Study of the role of the United Nations and other means designed to avoid armed conflict between nations.

Determination of the influence of the possession or deficiency of economic, scientific, political, and social resources upon the capability of waging war.

Study of the interests and objectives of significant nations in their international relations, areas of disagreement, and measures short of war.

Study of (1) the military force necessary to implement national policy in peace and war, (2) strategy and war planning, (3) impact of science and technology upon the armed forces, (4) departmental and inter-departmental problems which concern the national security, and (5) employment of joint forces on the Joint Expeditionary Force and higher levels.

SECRET/CIA OFFICIALS ONLY

TITLE Industrial College of the Armed Forces

OBJECTIVE "Prepare senior officers of the Army, Navy and Air Force for important command, staff and planning assignments within the Department of Defense and prepare selected civilians for important economic mobilization assignments in any Government agency."

PREREQUISITES Top Secret and Q clearances
GS-13 or above
35 to 45 years of age
Bachelor's degree or higher
Military experience desirable but not obligatory

ENROLLMENT Agency quota - 1

DURATION Ten months (August to June)

LOCATION Ft. Leslie J. McNair, Washington, D. C.

"The major portion of the student's work is devoted to the consideration of significant problems relating to the various subjects of instruction. As each subject is studied, the student body is formed into a series of committees, corresponding in number to the major problems considered in that subject. Subcommittees are created to deal with special aspects of these problems. Specific subjects are assigned either to student committees or to individual students for exploration. Each student committee and subcommittee, guided and assisted by members of the faculty, develops its assigned phase of the subject. There are no textbook or "school" answers to the problems. This approach is designed to develop an understanding of economic principles in their application to the problems of mobilization for war.

"Each committee and subcommittee is required to prepare a written report on its assigned problem. The findings, conclusions, and recommendations of the committee are presented orally by the students before audiences composed of their fellow students, faculty members, and interested personnel of the various Departments of the Federal Government.

"In addition to committee reports, all students are required to prepare individual reports on selected subjects."

(Source: ICAF Catalogue)

SECRET/CIA OFFICIALS ONLY

TITLE Armed Forces Staff College

OBJECTIVE "Educate selected officers of the Armed Forces in joint operations, including the planning thereof, and to provide background for an appreciation of combined operations."

PREREQUISITES Top Secret clearance
 Q clearance
 GS-13 or above
 30 to 45 years of age
 Bachelor's degree or higher
 Military experience desirable but not obligatory

ENROLLMENT Agency quota - 1

DURATION Five months: 2 sessions (August to December) and (February to June)

LOCATION Norfolk, Virginia

Characteristics, organization, and employment of land, sea, and air forces and the relation of those forces to each other, with adequate exposition of their capabilities and limitations.

Principles involved in the organization of joint and combined commands and staffs, and their responsibilities and procedures.

Study of trends of new weapons and scientific developments, and their effect upon joint operations.

Organization, composition, and functions of unified commands (both joint and combined), and joint task forces, with respect to the following: strategical, tactical, and logistical responsibilities of the commanders thereof, with emphasis upon war conditions, and the organization and composition of current major combined commands in which the U.S. participates.

(Source: AFSC Syllabus)

SECRET/CIA OFFICIALS ONLY

TITLE Air War College

OBJECTIVES "To expand the student's capacity as an individual and as a member of a group to analyze, appraise, and develop sound solutions to problems.

"To gain a more complete understanding of the nature of conflict, the essential elements of strategy, the capabilities and limitations of weapons systems, and sound employment doctrine.

"To further develop an appreciation of current problems facing the U.S. Air Force.

"To prepare the student to project more effectively his inquiries, recommendations, and solutions."

PREREQUISITES Top Secret clearance
GS-13 or above
35 to 45 years of age
Bachelor's degree or higher
Military experience desirable but not obligatory

ENROLLMENT Agency quota - 1

DURATION Ten months (August to June)

LOCATION Maxwell Air Force Base, Alabama

"The Air War College curriculum is a planned sequence of inter-related studies basically designed to provide the student with an understanding of the fundamental nature of international conflict; the development of a realistic national estimate of the world situation; the employment of military forces - particularly air forces - in war; and the application of all these considerations to current strategy and future warfare in the attainment of national objectives.

"The curriculum is organized into an Orientation Period (two weeks) and three phases of instruction: Phase I, International Conflict (ten weeks); Phase II, Air Warfare (twenty weeks); and Phase III, Global Strategy (ten weeks). Each student is also required to prepare and submit a research thesis on a selected topic."

(Source: Air War College Manual and Curriculum)

SECRET/CIA OFFICIALS ONLY

SECRET/CIA OFFICIALS ONLY

TITLE Army War College

OBJECTIVE "To prepare officers for duty as commanders and as general staff officers within the headquarters of the army group, corresponding communications zone activities, theater army, theater, zone of interior army, and the Department of the Army, with particular emphasis on the Army Staff."

PREREQUISITES Top Secret clearance
GS-13 or above
35 to 45 years of age
Bachelor's degree or higher
Military experience desirable but not obligatory

ENROLLMENT Agency quota - 2

DURATION Ten months (August to June)

LOCATION Carlisle, Pennsylvania

The course consists of three general fields:

1. National Policy and National Security; the Army's Relation Thereto.
 - a. To develop a wider knowledge of the national policies, plans, and objectives of the United States, with particular reference to the international aspects thereof.
 - b. To broaden the background of the students with respect to United States organization for national security, and particularly with respect to the organization of the Department of the Army.
 - c. To increase the students' ability to cope with the problems involving national policy.
2. Current Army Problems.
 - a. To familiarize the students with current Army problems, policies, programs, and operations.
 - b. To analyze and evaluate the role of the Army in future war.
 - c. To develop and recommend Army doctrine in the areas of the military arts and sciences where new doctrine is required.
3. War Planning.
 - a. To increase the students' familiarity with the techniques of war planning.
 - b. To develop the students' ability to solve the military problems inherent to war planning.

(Source: Army War College Curriculum)

SECRET/CIA OFFICIALS ONLY

SECRET/CIA OFFICIALS ONLY

TITLE Naval War College

OBJECTIVE "To further an understanding of the fundamentals of warfare, international relations, and inter-service operations, with emphasis on their application to future naval warfare, in order to prepare officers for higher command."

PREREQUISITES Top Secret clearance
GS-13 or above
35 to 45 years of age
Bachelor's degree or higher
Military experience desirable but not obligatory

ENROLLMENT Agency quota - 1 per year. (Agency representative will normally enroll in 2nd year of the 2-year course)

DURATION Ten months - 2 sessions, each from August to June

LOCATION Newport, Rhode Island

The Naval War College courses in Strategy and Tactics and in Strategy and Logistics have been combined into a single two-year course:

First Year - "to further an understanding of the fundamentals of warfare with emphasis upon the integrated employment of the elements of naval power in the accomplishment of the Navy's missions in order to prepare officers for higher command."

Second Year - "to further an understanding of the fundamentals of warfare with emphasis upon the strategic employment of sea and naval power in the furtherance of national objectives in order to prepare officers for higher command."

(Source: Announcement of combined two-year course)

SECRET/CIA OFFICIALS ONLY

SECRET/CIA OFFICIALS ONLY

TITLE Naval Intelligence School

OBJECTIVES "To train Naval officers who select Intelligence as their speciality in all phases of Intelligence, including strategic, operational and counter intelligence, as required by the Navy. To conduct intensive instruction in foreign languages to meet the needs of the Navy for linguistic officers. To offer instruction in intelligence and foreign languages to personnel of the other armed services up to the capacity of the school. In addition, to conduct a suitable refresher course for reserve intelligence officers."

PREREQUISITES Top Secret clearance
GS-9 or above
Not over 38 years of age
Bachelor's degree or higher
Military experience desirable but not obligatory

ENROLLMENT Agency quota - 1 (Naval Intelligence Course)

DURATION Nine months (September to June)

LOCATION Naval Receiving Station, Anacostia, Washington, D.C.

"Naval Intelligence Course - Classroom instruction in the basic principles and techniques of intelligence operations, supplemented by lectures, seminars, and the solution of practical intelligence problems. Field work in Fleet Intelligence conducted at amphibious bases and aboard ship followed by a foreign language and area study course. Reserve officers on active duty may be ordered to the Naval Intelligence Course, but do not subsequently undertake a foreign language and area study course."

(Source: Catalogue of U. S. Naval Training Activities)

SECRET/CIA OFFICIALS ONLY

TITLE Strategic Intelligence School

OBJECTIVES Provide Strategic Intelligence education, and administrative training for the Army and Air Force attaché systems, for the assigned attachés, for replacement personnel for the Office of the Assistant Chief of Staff, G-2, Intelligence, and for persons from other governmental intelligence activities.

PREREQUISITES Top Secret clearance
GS-9 or above
Not over 38 years of age
Bachelor's degree
Military experience desirable but not obligatory

ENROLLMENT Agency quota - 3 per course - four courses per year (February, May, August, and November)

DURATION Six Weeks (Short Course)
Twelve Weeks (Regular Course)
Sixteen Weeks (Attache Course)

LOCATION Washington, D.C.

The Strategic Intelligence Short Course, short-titled Lecture Phase, is designed to give the student a firm understanding of the Principles, Components and Processes of strategic intelligence by means of lectures, practical exercises and examination. The subject matter of the course, adapted to the content and organization of the National Intelligence Surveys program, includes a comprehensive treatment of departmental and national intelligence organizations, their collection activities, and United States foreign policy, with the major areas of the world being considered in the light of the components of strategic intelligence.

The Regular Course continues the above with six weeks of guided research, devoted to the preparation of a report or staff study on an area or subject of prime interest to the student and the government.

The Attache Course follows the above with four more weeks of instruction in the fields of administration, finance, cryptography, and security.

(Source: Memorandum of General Instructions and Administrative Information, SIS)

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MANAGEMENT
(External)

Approved For Release 2002/01/07 : CIA-RDP78-03362A002200080001-6

MANAGEMENT (EXTERNAL)

Introduction

1. American businessmen have gone to the universities for help in studying the problems inherent in the growth of huge corporations. The responsibilities undertaken by both business and Government executives in our generation far exceed the expectations of fifty years ago. One result has been the inauguration of intensive training courses and seminars for men in senior executive positions, which are now conducted on nearly a dozen university campuses. The objective of these courses is to make the corporation executive a better man for his job and to prepare him for the assumption of still greater responsibility. Courses range in duration from six to twelve weeks and are held variously from once to four times a year.

2. Because the management problems of big Government are similar to those of big business, many officers of the Federal Government have attended these sessions in recent years, both as students and teachers. The Office of Training considers some of these courses to be effective in preparing qualified Agency employees for future advancement. The oldest, longest, and most intensive of these programs is the one conducted twice yearly at the Harvard Graduate School of Business Administration, where one Agency representative has been accepted for each of the last seven courses. The Agency has also sent men to the similar program conducted by the American Management Association in New York.

3. A brief description of the announced objectives of the principal advanced management courses follows, with a statement of the prerequisites for enrollment. Copies of the announcements of the current sessions of these courses may be consulted at the Language and External Training School, as well as others not included here.

TITLE AMA Management Course
(American Management Association)

OBJECTIVE "The Management Course subject matter assists the executive in performing his present tasks more successfully, and prepares him as well for higher responsibility."

PREREQUISITES No educational prerequisites

GS-13 to 18 -- middle and upper level positions of executive responsibility

Substantial management and executive experience

ENROLLMENT Unlimited

DURATION Five weeks*

LOCATION Hotel Sheraton-Astor
(New York City, New York)

"The AMA Management Course is based on the concept that management is an activity in itself, having an accepted body of principles to guide its actions and utilizing common skills and tools in the performance of its functions. The course provides a unified foundation for more competent performance at any management level, in any type of activity, and in any branch of business. It helps the participating executive do a better job in his present position and also prepares him to assume still wider responsibilities."

*The course consists of five units, each taking one week to complete. The course subject matter is covered in the first four units, and the fifth unit is a clinic for the study and improvement of on-the-job applications which the course registrants have introduced in their companies. All units must be taken in numerical sequence; the first four may be attended either in consecutive weeks or with intervals between, over a period of 12 months.

(Source: Course Schedule)

TITLE Advanced Management Program
 (Harvard University)

OBJECTIVE "A primary objective of the program is to make the man
 who participates in it a better man in his job... Another...
 is the development of men for advancement into positions
 of wider responsibility."

PREREQUISITES No educational prerequisites

 GS-15 to 18, with position equivalent to Division Chief
 or higher, and supervising, organizing and management
 planning responsibilities

 Demonstrated qualities of ability, adaptability and
 leadership

ENROLLMENT Competitive, in total of 150. (One Agency representative
 usually can be admitted to each session.)

DURATION Twelve weeks - 2 sessions (February - May) and (September -
 December)

LOCATION Harvard Graduate School of Business Administration
 (Boston, Mass.)

"The Program is an intensive course of study for mature, experienced executives. It is intended for men who have been sent by their own organizations and are considered by top management to be capable of assuming greater administrative responsibility in the future with those organizations. Utilizing case studies of actual business situations, the Program provides the framework of both education and social activity whereby businessmen can grow."

The classes consist of about 150 men from industry, commerce, government, and the Armed Services. The average age of members is 43 and the average business experience is 15-20 years. Classes are conducted six days a week with wide use of special research studies and case histories of actual business situations. The formal study program covers: (1) Business Policy, (2) Administrative Practices, (3) Business and the American Society, (4) Cost and Financial Administration, (5) Marketing Management and (6) Problems in Business Relations.

(Source: Program Announcement)

TITLE Advanced Management Seminar
 (University of Washington)

OBJECTIVE "The primary purposes of the Seminar are to prepare the
 executive for greater responsibility and to enable him
 to function more effectively in his present job."

PREREQUISITES No educational prerequisites

 Position of important executive capacity

 Possessed of inherent ability to advance

ENROLLMENT Competitive, in total of 40

DURATION Six weeks (June - July)

LOCATION University of Washington
 (Seattle, Washington)

"The Advanced Management Seminar is designed for men already carrying major executive responsibility. The program has been built around the following objectives:

"To develop a top management point of view, a capacity for analyzing policy problems from a broad company-wide, rather than a narrow departmental, viewpoint.

"To develop an understanding and appreciation of the company-wide interrelationships among all departments and functions of the business.

"To provide training in administrative practices and procedures and to develop ability to deal effectively with other people.

"To develop habits of orderly thinking and of effective reporting of conclusions both orally and in writing.

"To develop a better understanding of some of the social and economic forces which influence the policy decisions of administrators."

(Source: Seminar Announcement)

TITLE Executive Development Program
(Stanford University)

OBJECTIVE "To develop a top management perspective, an aptitude for considering problems from the viewpoint of the company as a whole; an acquaintance with and appreciation of other departmental functions; increased competence in the individual's own field of specialization; added proficiency in the use of basic management techniques."

PREREQUISITES No rigid qualifications but nominating firms are expected to send men serving in important executive capacities who are adjudged worthy of further advancement

35-50 years of age

ENROLLMENT Competitive, in total of 50

DURATION Nine weeks (June - August)

LOCATION Stanford University
Stanford, California

"The Stanford Executive Development Program is designed to afford certain values which individual company plans ordinarily cannot offer. First, the program provides an integrated coverage of the important fields of management. Second, the course is conducted in an atmosphere conducive to concentrated application, removed from the customary interruptions arising in an office or plant. Third, opportunity is presented for interchange of ideas with a group of selected executives from various parts of the country, from a variety of business enterprises, and from different operating backgrounds or fields of functional interest."

The Executive Development Program is intended as a supplement to company plans and not as a substitute for the necessary in-company training "on the job for the job."

(Source: Program Announcement)

TITLE Executive Program in Business Administration
(Columbia University)

OBJECTIVE "A concentrated course of study for executives who are being prepared for top administrative jobs in organizations demanding high competence in their policy makers."

PREREQUISITES No educational prerequisites

Demonstrated ability to progress within an organization, adaptability to new situations, intellectual curiosity beyond confines of immediate responsibility, active interest in developing capacity to achieve success through working with people

ENROLLMENT Competitive, in total of 44

DURATION Six weeks - 2 sessions (June - July) and (August - September)

LOCATION Columbia University (New York City, New York)
Sessions are held at Arden House on the Harriman Campus

The Program meets the demand by organizations for a short-term program that will provide their executives with the opportunity:

1. to acquire the tools, techniques, and attitudes required to meet administrative problems in their technical and human aspects
2. to analyze policy problems from an organization-wide rather than from a departmental point of view
3. to develop a better understanding of the influences of today's economic-political-social environment on business and other groups and on the men who make policy decisions.

(Source: Program Announcement)

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TITLE Management Problems for Executives
(University of Pittsburgh)

OBJECTIVE "There is definite and immediate need for executive training, both to make present executives more effective and to develop adequate talent for top positions of the future."

PREREQUISITES No educational prerequisites

Demonstrated qualities of ability, adaptability and leadership

ENROLLMENT Competitive, in total of 72

DURATION Eight weeks - 2 sessions (March - May) and (October - December)

LOCATION University of Pittsburgh
School of Business Administration

"The primary purpose is to make the participant a better man in his present job and to develop his abilities for advancement into positions of greater responsibility. In achieving this purpose the course is directed to the following objectives:

1. to develop the ability of the participant to think and act like an able executive

2. to broaden the vision of the participant beyond the departmental areas in which he is working and interest him in all of the aspects of industrial management that are essential to successful business operations."

(Source: Course Announcement)

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TITLE Staff Cryptographic Systems (Manual) Briefing
OBJECTIVE To acquaint personnel with the basic elements of cryptographic communications
PREREQUISITE Cryptographic clearance
ENROLLMENT 1 to 6
DURATION Two days (16 hours)
LOCATION Headquarters

This briefing is designed for Chiefs of Station, Chiefs of Base, or their deputies, who by reason of their position, desire a basic knowledge of cryptography in order to be familiar with the cryptographic activities at their station. This briefing does not qualify the individual to perform cryptographic duties.

TITLE Staff Cryptographic Systems (Manual)
OBJECTIVE To qualify personnel to perform staff cryptographic duties
PREREQUISITE Cryptographic clearance
ENROLLMENT 1 to 10
DURATION Three weeks (120 hours)
LOCATION Other than Headquarters

This course is comprised of a complete coverage of the manual systems and procedures required in the performance of staff cryptographic duties. Successful completion qualifies the participant to perform or assist with such duties.

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TITLE Staff Cryptographic Systems (Manual) Refresher

OBJECTIVE To qualify previously trained personnel to perform
cryptographic duties

PREREQUISITES Cryptographic clearance
Staff Cryptographic Systems (Manual) Course

ENROLLMENT 1 to 3

DURATION One week (40 hours)

LOCATION Other than Headquarters

This course is conducted for personnel who have had previous training and experience in cryptographic procedures and is tailored to meet the requirements of the specific assignment. The student receives a review of previous instruction and learns new procedures to qualify him to perform cryptographic duties at his new station.

Since the cryptographic systems used at the various stations often differ, the need for enrolling in this course should be considered anytime an individual is assigned to a station for which he has not been specifically trained.

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TITLE First Aid

OBJECTIVE Basic first aid for emergency purposes

PREREQUISITE Secret clearance

ENROLLMENT 10 to 20

DURATION 12 hours (Three 2-hour periods per week)

LOCATION Headquarters

This is a 12-hour course, solely for the layman, which provides instruction in the care and handling of sick and injured before professional medical attention can be obtained. It does not take the place of professional medical or surgical attention, but instructs the individual in measures to be taken to alleviate pain, prevent further injury, save life, and preserve resistance and vitality.

It prepares the individual to meet with everyday emergencies and those which may be encountered in any disaster situation.

TITLE Individual Medical Support

OBJECTIVE Advanced medical training for case officers and agents

PREREQUISITES Top Secret clearance
First Aid, or equivalent training

ENROLLMENT 1 to 5

DURATION 30 hours (one week)

LOCATION Headquarters or Sites

This 30-hour course is given to provide individuals (i.e., case officers, agents, etc.) with sufficient fundamental medical and surgical knowledge and skill to handle sick and injured associates and themselves under isolated conditions. Such training is a "must" for persons whose peculiar nature of work takes them to isolated areas for indefinite periods of time and where no professional medical or surgical attention, assistance, or materials can be furnished or purchased.

Upon completion of this training an individual is usually capable of coping with most emergency situations needing medical attention.

TITLE Medical Terminology

OBJECTIVE To familiarize case officers, interrogators, and agents with medical terminology

PREREQUISITE Top Secret clearance

ENROLLMENT 1 to 5

DURATION 30 hours (one week)

LOCATION Headquarters and Sites

This 30-hour course provides the individual with sufficient knowledge to identify pieces of medical information gathered from reading, interrogation, or conversation which may be of value when interpreted by proper authorities. This training qualifies an individual to train his

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a position to supply abundant accumulated and indexed information, and daily news, on persons in government, private industry, civilian endeavors, military units, etc.

TITLE Physical and Economic Geography of the USSR

OBJECTIVE Familiarize analysts with Russian geographic terminology and substance

PREREQUISITES Secret clearance
Elementary Russian Language course

ENROLLMENT 5 to 15

DURATION Sixteen weeks: two 1-hour classes per week, plus outside preparation

LOCATION Headquarters

The course is conducted on a seminar basis, and is devoted to reading and translating condensed Russian materials on the geography of the USSR. The prepared text covers physical aspects such as location, boundaries, climate, natural vegetation zones; also rivers, highlands, and lowlands by physical regions; and administrative divisions. Economic components surveyed include agriculture, industry, transportation, and demography.

Translation and discussion of the materials is supplemented by lectures presented by members of the organization.

TITLE Industrial Photographic Intelligence

OBJECTIVE Provide industrial photo-reading experience and general familiarization with the capabilities and limitations of photographic intelligence

PREREQUISITE Top Secret clearance

ENROLLMENT 12 to 21

DURATION Four and one-half weeks (40 hours): two 3-hour morning classes per week, plus one 8-hour day, field trip to the [REDACTED]

LOCATION Headquarters

As background training for all intelligence officers dealing with industrial installations, this course is designed to accomplish a three-fold purpose: (1) to enable analysts to make elementary interpretations from photography of industrial installations; (2) to indicate the capabilities and limitations of photographic intelligence, and (3) to indicate types of services available from the professional personnel, using advanced technical equipment, of the Photo Intelligence Division.

The student, through the medium of photographic interpretation of industrial installations, exercises and develops his abilities in stereovision, recognition, and visual orientation, utilizing aerial and ground photography, maps, charts, and other intelligence material.

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TITLE	Intelligence Subject Code
OBJECTIVE	Familiarity with the Library Indexing System used by CIA, and the Army, Navy, and Air Force
PREREQUISITE	Secret clearance
ENROLLMENT	2 to 27
DURATION	4 weeks (160 hours)
LOCATION	Headquarters

This course is designed to instruct all new library document analysts, book catalogers, and reference librarians, as well as personnel from other intelligence agencies, in the use of the Intelligence Subject Code. The course is open to anyone who needs basic orientation in the CIA Library Intellofax system with special emphasis on the use of the Intelligence Subject Code. The course includes: (1) analysis of intelligence documents; (2) selection and assignment of proper subject and area codes; (3) understanding of the IBM and facsimile operations for the retrieval of subject information; (4) familiarization with library facilities.

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TITLE Logistic Support*

OBJECTIVES To instruct and provide practice in the skills, methods and techniques necessary to perform logistics functions in the field

To provide general orientation in the Headquarters logistic functions and responsibilities

PREREQUISITE Top Secret clearance

ENROLLMENT 10 to 25

DURATION 6 weeks (3 to 4 times yearly)

LOCATION First four weeks - Headquarters; last two weeks - other than Headquarters

The course is a requirement for all Logistics career personnel who will eventually be serving in a logistical capacity in the area divisions or in the field. It is also desirable for administrative personnel who have or will have logistical responsibilities.

The first phase of the course lasts four (4) weeks and consists of the following:

1. Headquarters responsibilities of the Office of Logistics.
2. Lectures, discussions, exercises, and case studies in real estate, transportation, printing services, procurement, and supply procedures - Headquarters and Field.

The second phase of the course is given outside the Headquarters area and consists of:

1. Familiarization with and participation in the actual logistics activity of a field-type support station.

Instructional methods include lectures, demonstrations, seminars, group discussions, case problems, films, and work participation.

* Note: Tutorial or on-the-job training can be provided in all logistic subjects. Typical areas are: (a) ordnance and weapons training; (b) warehousing; (c) supply accountability; (d) household effects; (e) procurement procedures; (f) printing and reproduction. In addition, orientation programs ranging from a few hours to several weeks, covering the headquarters functions of the Office of Logistics, can be arranged.

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TITLE	Security Introduction
OBJECTIVE	Individual responsibility in relation to the Agency Security Program
PREREQUISITE	Secret clearance
ENROLLMENT	10 to 75
DURATION	Three hours
LOCATION	Headquarters

This course is designed to familiarize new personnel with the basic assumptions underlying the Agency's Security Program, revealing how the nature of the intelligence product forces security practices which affect every employee. The primary principles of the Security Program are reviewed and amplified with numerous examples of good and bad security practices.

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TITLE War Planning

OBJECTIVES To examine the capabilities of clandestine forces to support military operations, determine the problems of clandestine operations in wartime, and seek solutions in the production and coordination of Agency war plans

PREREQUISITES Top Secret clearance
Basic Orientation, or equivalent in Headquarters or Field experience
For military personnel, compliance with such other minimum training standards as may be prescribed by [REDACTED]
A working knowledge of Agency planning systems or military planning
Throughout the course, war plans will be studied and discussed. The Chief Instructor will determine the conditions governing admission of prospective applicants

ENROLIMENT 5 to 15

DURATION Three weeks (120 hours)

LOCATION Headquarters

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This course is conducted on a lecture and seminar basis.

The course material is divided into four general units. The first includes a review of the background of CIA and the nature of clandestine operations. The second phase is an examination of the capabilities and limitations for clandestine operations throughout the world in accordance with the mission given to CIA by the National Security Council. The third phase develops the war planning mission and organization of CIA at Headquarters and overseas and examines the problems, capabilities and limitations of CIA to support military operations in wartime. The final phase examines the capabilities and limitations of the CIA to support its operations in wartime through logistics, personnel, training, medical, TSS, etc.

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TITLE	General Photography
OBJECTIVE	Basic proficiency in photographic techniques
PREREQUISITE	Top Secret clearance
ENROLLMENT	4 to 14
DURATION	Three weeks (120 hours)
LOCATION	Headquarters

Primary emphasis is placed on the basic principles of general photography, with further emphasis on the peculiarities of intelligence photography. The 35mm camera is introduced as the basic photographic tool of the intelligence trade. Instruction includes: the use of various cameras, films and accessories, photography for person-place identification, document copy devices and techniques, ground photography (photo interpretation) and photo surveillance. The student processes film and makes enlargements from his own negatives. Lectures, demonstrations, discussions, training films and field problems provide the instructional framework.

Successful completion of this course should qualify the student to perform adequately all routine types of work with a 35mm camera under optimum conditions.

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OPERATIONS

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TITLE Technical Devices Orientation

OBJECTIVE Familiarize DD/P personnel, particularly those concerned with operational planning and those responsible for technical support, with the capabilities, limitations, functioning and current availability of Agency-developed technical devices and techniques

PREREQUISITE Top Secret clearance

ENROLLMENT 6 to 12

DURATION One week (40 hours)

LOCATION Other than Headquarters

The course consists of lectures, demonstrations, training films, and practical work by the students. Each device is discussed in regard to purpose, functioning, training required for operation, typical applications, packing and shipping considerations, cost, and availability. Devices are demonstrated and, whenever possible, students are given the opportunity of operating the devices themselves.

TITLE War Planning

OBJECTIVES To determine the problems and seek solutions in the production and coordination of Agency war plans

To examine the capabilities of clandestine forces to support military operations and the nature of operational plans for wartime operations which can be developed and included in Agency war plans

PREREQUISITES For all registrants: Top Secret clearance

For military personnel assigned to the Agency specifically for War Planning:

Basic Orientation

Compliance with such other minimum training standards as may be prescribed for PPC/DDP personnel

For all civilian staff officers:

Basic Training Program, or equivalent in Headquarters or Field experience

One course in specialized training

Current or projected assignment in War Planning, or to an operational or supporting element with which war planners must coordinate in the production of Agency war plans

ENROLLMENT 5 to 15

DURATION Three weeks (120 hours)

LOCATION Headquarters

This course is conducted on a lecture and seminar basis.

The course material is divided into four general units. The first includes a review of the organization of the United States Government for national defense; the CIA War Planning mission and its source; the organization of CIA for war planning, both Headquarters and Field; relations with the military war planning staffs; plans for the organization of CIA Headquarters and forces in theaters in time of war; studies of the JCS Unconventional Warfare plan and of sterilized "type" theater unconventional warfare plans; and historical examples of war planning by clandestine services.

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TITLE	Basic Photography
OBJECTIVE	Basic proficiency in photographic skills
PREREQUISITE	Top Secret clearance
ENROLLMENT	4 to 14
DURATION	Three weeks (120 hours)
LOCATION	Headquarters

Primary emphasis is placed on the basic principles of general photography, with further emphasis on the peculiarities of intelligence photography. The 35mm camera is introduced as the basic photographic tool of the intelligence trade. Instruction includes: the use of various cameras, films and accessories, photography for person-place identification, document copy devices and techniques, ground photography (photo interpretation) and photo surveillance. The student processes film and makes enlargements from his own negatives. Lectures, demonstrations, discussions, training films and field problems provide the instructional framework.

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