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Approved For Release 2000/06/05 : CIA-RDP78-03572A000100010001-3

4 December 1975

MEMORANDUM FOR: Director of Training

SUBJECT : Course Report for Preparing for Overseas
Assignment, No. 2-76, 18-20 November 1975

Preparing for Overseas Assignment No. 2-76 was held from 18-20 November in the Chamber of Commerce Building. Course enrollment was 15, including 3 dependent wives. Two personnel officers from the Office of Communications also attended this running to acquaint themselves with the course content. Class overseas assignments were to Western Europe, Latin America and Africa. Grade range of the class was GS-05 to GS-14. This was a most congenial group who were very active throughout. Four in the class required background briefings on [REDACTED] and these were conducted by the Course Chairman on the morning of 20 November. No problems were encountered during the running.

25X1C

Course Format

1. We kept to the format of previous runnings, covering the usual topics of concern. The male members of the class elected to participate with the women in the panel discussion, "Transplanting Your Household," which made it unnecessary to run an optional film for them during this time period as is usually done. Two recent returnees, [REDACTED] from Western Europe and [REDACTED] from Latin America, assisted the Course Chairman in conducting the briefing. Evaluations continue to indicate this to be one of the most helpful sessions of the course.

25X1A

25X1A

2. Some criticism was expressed about the content of the cover lecture as well as some criticism of the speaker's style. The points raised by the class on the [REDACTED]

25X1C

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Evaluations

This running appeared to be successful in fulfilling the course objectives. The numerical evaluations, based on a scale of 1 (slight) to 7 (highly satisfactory) were: Objective A: 5.7; Objective B: 5.5.

Projections

25X1A

We had invited [REDACTED] of ORD, Life Sciences Division, to address the class on the important cultural differences in living and working abroad but she was unable to come due to travel commitments. She has indicated her willingness to participate in the course and expects to be able to attend the February running.

[REDACTED]

25X1A

Course Chairman

Atts:

- A - Course Roster
- B - Course Schedule

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[REDACTED]
Course Chairman

25X1A

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PREPARING FOR OVERSEAS ASSIGNMENT

#2-76

18 - 19 November 1975

Room 912
Chamber of Commerce Building

INTELLIGENCE INSTITUTE
OFFICE OF TRAINING

25X1A

Chairman: [REDACTED]
Training Assistant: [REDACTED] 25X1A

PREPARING FOR OVERSEAS ASSIGNMENT

Course Objectives

PHASE I - OVERSEAS SERVICE FOR CIA

Personnel attending this Phase are expected to:

- A) gain a better understanding of cover, medical, security and legal problems which CIA employees might encounter during service abroad; and
- B) acquire a limited feeling for important cultural differences which may be encountered in working and living among foreigners.

PREPARING FOR OVERSEAS ASSIGNMENT -- #2-76Tuesday, 18 November

0900 - 0930	Introductions, handout of kits, discussion of course objectives and methods.	[REDACTED] Intelligence Institute	25X1A
0945 - 1100	LEGAL CONSIDERATIONS FOR AGENCY PERSONNEL GOING OVERSEAS	[REDACTED] Office of General Counsel	25X1A

Our speaker will discuss the need to prepare certain legal documents prior to overseas service. He will also review your federal and state tax responsibilities while serving abroad.

1115 - 1215	SECURITY	[REDACTED] Office of Security	25X1A
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The speaker will outline the security practices you should follow overseas. He will highlight security problems in specific areas of assignment and cover in general terms the subject of terrorist activities.

1215 - 1330	LUNCH
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1330 - 1525	FILM: "How to Read a Foreigner"
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James Bostain, Scientific Linguist, Department of State, alerts us to the peculiarities of our American cultural, educational and linguistic values and aims at breaking through our preconceptions to create a greater understanding of other, foreign values, with which we will come in contact while living abroad.

1525 - 1545	Discussion and review of the first day's sessions.
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PREPARING FOR OVERSEAS ASSIGNMENT -- #2-76

Wednesday, 19 November

0900 - 1000 COVER

[REDACTED] 25X1A
Cover and
Commercial Staff

What is the meaning and rationale of cover and how do we maintain cover while serving abroad? Our speaker will address these questions and discuss ways in which you can overcome cover problems.

1015 - 1100 CENTRAL PROCESSING BRANCH

[REDACTED] 25X1A

The speaker will review the organization and functions of the various components of Central Processing Branch and how each assists you in your overseas processing.

1115 - 1215 "The Changing Role of the Field Station Today"

25X1A

A videotape of an address by [REDACTED] former Chief, Latin America Division, to a CIA audience in April 1974.

1215 - 1330 LUNCH

1330 - 1445 TRANSPLANTING YOUR HOUSEHOLD

A panel discussion (for the women) to be held in the Conference Room, room 926. Optional film for the men to be shown in room 912.

25X1A

1500 - 1600 MEDICAL CONSIDERATIONS FOR AGENCY PERSONNEL

[REDACTED]
Office of Medical
Services

The physical and mental health of its employees overseas is a matter of paramount interest to the Agency. Our speaker will describe how the Office of Medical Services provides world-wide support to personnel serving abroad and will discuss ways in which you can prepare yourself for your assignment.

1600 - 1620 COURSE REVIEW AND EVALUATION

[REDACTED] 25X1A