

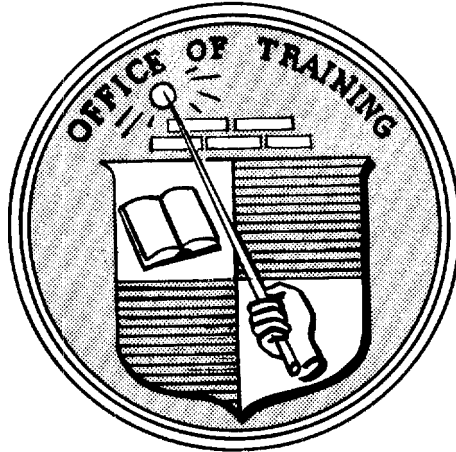
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FILE #7

OFFICE OF TRAINING CATALOG



TR CC 101-1

JANUARY 1957

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TR CC 101-1

CATALOG OF COURSES
OFFICE OF TRAINING

This Catalog supersedes all previous issues.

Distribution:

DD/I - DD/S
Supervisors

For routing
and retention

January 1957

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- ① and which admit, on a limited basis,
employees from other components,
- ② normally

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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: "I" (Intelligence Training), "C" (International Communism and the USSR Training), "L" (Language and Area Training - Internal), "E" (External Training - all types), and "N" (Non-OTR Conducted Training).

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 "E" 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; an Index to Contents; and a set of Long-Term Schedules, providing course date and duration information.

MATTHEW BAIRD
Director of Training

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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 (1) 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.

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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 heading, NON-OTR CONDUCTED TRAINING.

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

25X1

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

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INTELLIGENCE TRAINING

Enrollment Procedures

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

25X1

B-9 Clerical Induction

B-10 Clerical Orientation

B-1 CIA Introduction

Security Introduction

2. Enrollment in the Intelligence Orientation course is required of all entrance-on-duty professional personnel [redacted]

25X1

Request for Internal Training, Form 73 (2 copies), will be submitted to the Registrar, OTR, for new personnel as well as for those on-duty personnel who register for the course:

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 Intelligence 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.

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INTERNATIONAL COMMUNISM AND THE U.S.S.R. TRAINING

Enrollment Procedures

Application for courses will be submitted on Request for Internal Training, 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 Area School, OTR. When part-time 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. When full-time language training is involved, the Training Officer, at least two months in advance, will (a) address a memorandum to C/IAS requesting that the candidate be considered by a Qualifications Review Panel (QRP), (b) schedule the candidate for appropriate testing if not previously accomplished (PETB and Language Aptitude), and (c) request the candidate to send to C/IAS, for retention, a clear copy of record for all academic study above high school. (QRP's meet on the fourth Thursday of each month; the foregoing actions should be completed at least two weeks earlier.)
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.

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EXTERNAL TRAINING

A. Enrollment Procedures

1. Application for External Training courses will be made on Training Request Form 136. All Applications will be forwarded to the Registrar, OTR, through the Employees Activities Branch, Office of Security, DD/S.
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. Approval of all such applications ~~is~~ *may be* contingent upon prior certification by OTR Qualifications Review Panels. (See Language and Area Training (Internal), para. 1, above.)
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.

25X1

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.

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NON-OTR CONDUCTED TRAINING

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 Staff Cryptographic Training, Form 51-104, 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.

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.

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 Request for Internal Training, Form 73 (2 copies), at least ten days before the starting date of the course.

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 Request for Internal Training, Form 73 (2 copies), at least ten days before the starting date of the course.

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Office of Logistics

1. Logistics Support

Training requests for this course should be submitted on Request for Internal Training, 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.

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.

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Courses

Course No.

LANGUAGE AND AREA TRAINING

LANGUAGE (INTERNAL)

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

AREA (INTERNAL)

(See Introduction to this section of the Catalog)

EXTERNAL TRAINING

LANGUAGE AND AREA (EXTERNAL)

(See Introduction and course lists in this section of the Catalog)

DEPARTMENT OF DEFENSE

(See Introduction to this section of the Catalog)

National War College

Industrial College of the Armed Forces

Air War College

Army War College

Naval War College

Naval Intelligence School

Strategic Intelligence School

Armed Forces Staff College

MANAGEMENT (EXTERNAL)

(See Introduction to this section of the Catalog)

AMA Management Course (Hotel Sheraton-Astor, N.Y. City)

Advanced Management Program (Harvard University)

Advanced Management Seminar (University of Washington)

Executive Development Program (Stanford University)

Executive Program in Business Administration (Columbia University)

Management Problems for Executives (University of Pittsburgh)

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| <u>Courses</u> | <u>Course No.</u> |
|-----------------------------------|-------------------|
| <u>NON-OTR CONDUCTED TRAINING</u> | |

COMMUNICATIONS

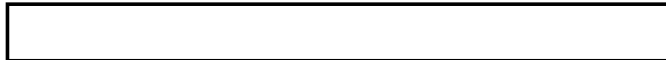
Staff Cryptographic Systems (Manual) Briefings
Staff Cryptographic Systems (Manual)
Staff Cryptographic Systems (Manual) Refresher

MEDICAL

First Aid
Individual Medical Support
Medical Terminology

OFFICE OF RESEARCH AND REPORTS

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



OFFICE OF CENTRAL REFERENCE

Intelligence Subject Code

OFFICE OF LOGISTICS

Logistics Support

OFFICE OF SECURITY

Security Introduction

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25X1

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.

25X1

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.

25X1

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B-5

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

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25X1

B-7

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| | |
|---------------|---|
| 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-13 and GS-14 level are titled "Supervision for Intelligence Officers" and are specifically geared to those individuals whose main responsibility is substantive research but who also have some management responsibility as project leaders or who otherwise direct other analysts or technical personnel.

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-12, 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.

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.

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B-8

| | |
|---------------|--|
| 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.

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B-9

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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.

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B-10

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

B-12

SECRET/CIA OFFICIALS ONLY

| | |
|---------------|---|
| TITLE | English Usage (Review) |
| 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 Clerical Refresher Program.

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B-13

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

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B-15

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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

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B-17

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

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B-19

SECRET/CIA OFFICIALS ONLY

| | |
|---------------|--|
| 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 |

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B-20

| | |
|--------------|--|
| TITLE | Instructional Techniques |
| OBJECTIVES | Teaching methods and techniques as practiced in the Office of Training Capabilities of Office of Training for instructional support |
| 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.

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B-21

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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.

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B-22

| | |
|---------------|--|
| TITLE | Management (Special) |
| OBJECTIVE | Effective management at intermediate and higher supervisory levels |
| PREREQUISITES | Top Secret clearance GS-12 through GS-18 |
| ENROLLMENT | 12 to 18 |
| DURATION | 35 to 60 hours (Part-time or full-time, as requested) |
| LOCATION | Headquarters, or as otherwise designated |

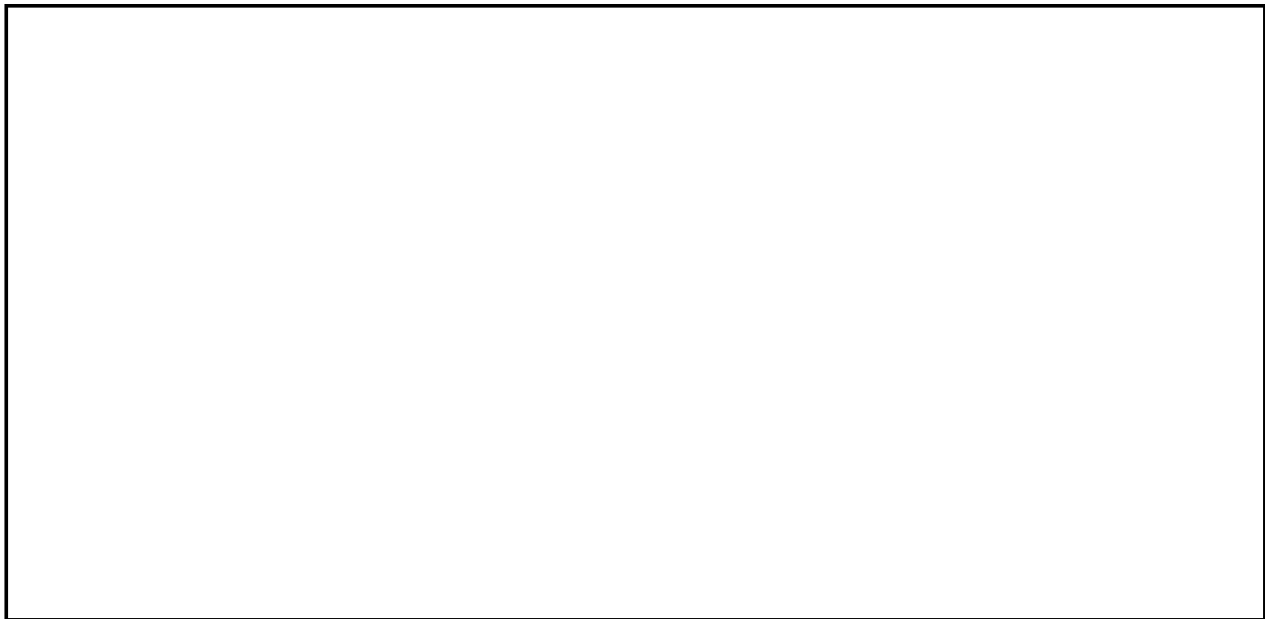
This is a special course, flexible as to content and schedule, designed to meet any needs of particular Agency components for basic management training which cannot be met satisfactorily by the regularly scheduled presentations of the Basic Management Course.

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.

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B-23

SECRET/CIA OFFICIALS ONLY



25X1

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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TITLE Intelligence Techniques

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

PREREQUISITES Top Secret clearance

Intelligence Orientation course, or equivalent in Headquarters or Field experience

ENROLLMENT 10 to 30

DURATION Four weeks (160 hours)

LOCATION Headquarters

Intelligence Techniques is a course designed to give instruction and training primarily to Junior Officer Trainees and other new professional employees who will be engaged in the processing of intelligence materials. The course is scheduled to follow immediately after the Intelligence Orientation course.

In Intelligence Techniques the emphasis is on "learning by doing." In lecture-discussion periods students are instructed in methods of processing information for a variety of intelligence purposes. The techniques are then applied in a series of exercises, such as preparation of a report; abstracting or extracting 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 current strategic intelligence. In order to obtain experience in intelligence research methodology, each student selects an intelligence problem and reports the results of his research.

25X1

SECRET/CIA OFFICIALS ONLY

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|--------------|---|
| 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.

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I-4

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

I-5

SECRET/CIA OFFICIALS ONLY

| | |
|---------------|--|
| 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.

SECRET/CIA OFFICIALS ONLY

| | |
|--------------|--|
| 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.

I-7

SECRET/CIA OFFICIALS ONLY

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 fulfils 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.

I-11

SECRET/CIA OFFICIALS ONLY

25X1

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 serves

PREREQUISITES Top Secret clearance

Two years field experience or its equivalent

ENROLLMENT 15 to 20

DURATION 2 weeks (57½ hours)

LOCATION Headquarters

25X1

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.

25X1

SECRET/CIA OFFICIALS ONLY

| | |
|---------------|--|
| TITLE | Introduction to Communism |
| OBJECTIVE | A basic understanding of the Communist ideology and of the background, organization, activities, and capabilities of the International Communist Movement and the USSR |
| PREREQUISITES | Top Secret clearance Pretest |
| ENROLLMENT | 25 to 125 |
| DURATION | Two weeks (80 hours) |
| LOCATION | Headquarters |

As the second phase of the four week course, Intelligence Orientation, it is required for all intelligence officers and such other officer personnel as are concerned with the support of Agency activities. As a separate course, this phase will normally be prerequisite to further courses in the School of International Communism and the USSR.

This course provides a basic introduction to the International Communist Movement. The major section is devoted to the background of the movement, with particular emphasis upon its origins and appeals, and the significance of its doctrine; its general organizational concepts, with emphasis upon the current structure of both the open and underground Parties; and the tactics employed to increase Party influence and power and to carry out insurrectionary activity.

The course also provides a brief orientation on the USSR, both characteristics of the USSR as a national state, and the role of the USSR in the International Communist Movement. The principal events of Soviet historical development, the interrelationships of the Communist Party of the Soviet Union and the Government of the USSR, the Soviet economy, Soviet military, scientific and clandestine capabilities, and current Soviet objectives are emphasized.

A briefer section is given to coverage of the development of the Communist Party China and the current status of Communist China in the International Communist Movement.

The course includes lectures, demonstrations, films, and a series of basic readings.

C-2

SECRET/CIA OFFICIALS ONLY

TITLE Party Organization and Operations

OBJECTIVE A concrete knowledge of the organization and intra-Party activities of Communist Parties in the Free World

PREREQUISITES Top Secret clearance

Introduction to Communism, or equivalent

ENROLLMENT 10 to 30

DURATION Four weeks, half-time (80 hours)

LOCATION Headquarters

This course expands the Party organization and internal operations sections of the former World Communism course. It is available to intelligence officers throughout the Agency who need a practical working knowledge of the structure and activities of Communist Parties outside of the Sino-Soviet Bloc, and for operations officers it fulfills a prerequisite for the Anti-Communist Operations course.

A two-day introductory section analyzes the relationships between the International Communist Program and the programs of specific parties, with emphasis upon the types of tactics used by national Parties to expand their strength and influence. This is followed by a review of Party organizational principles and the current status of non-Orbit Parties. The major section of the course is made up of a series of detailed analyses, using case histories, of the structure, functions, and the day-to-day operations of open and underground Parties and front organizations. Principal emphasis is placed upon cadre, agitprop, front, underground and espionage activities.

The course includes lectures, discussions, assigned readings, and the preparation of a research paper.

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LANGUAGE (INTERNAL)*

Introduction

1. Ability to use the languages of foreign peoples is essential to individuals in the business of foreign intelligence. Agency-sponsored training in language exists because the effectiveness of every intelligence officer depends as much on his possessing appropriate knowledge in this field as on his professional or technical knowledge.

2. The quantity and types of desirable knowledge vary considerably for different individuals and depend on the assignments and functions with which they are charged. Language courses and programs are designed to meet all types and degrees of need. These range from orientation or indoctrination to solid academic programs designed to provide advanced fluency in a foreign language.

3. Internal language courses listed in this section are either regularly offered or are available when four or more students are available. It is sometimes possible to offer courses on a one-time basis in a variety of other languages by utilizing qualified Agency personnel loaned to OTR for this purpose, or by employing consultants for intensive short courses. Courses are intensive (full-time), semi-intensive (half-time), and part-time.

4. Intensive, full-time courses are available at three levels: basic (including summer workshop for some languages), intermediate and advanced. A special course in Applied Language for Intelligence Officers, DD/P, is available. The basic course varies in duration from 20 to 48 weeks (plus 7 weeks for summer workshop); the intermediate and advanced courses, 13 weeks; the Applied Language, 6 weeks. Each intensive course is conducted by a linguist and one or more native speakers. Use of the Language Laboratory is prescribed. Available relevant area training is prescribed for all students, including area training in the language for intermediate and advanced students. The total program in each language should give the student useable fluency in speaking, reading, comprehending and writing, and a basis for development of advanced fluency when in an environment permitting continuous use of the language.

5. Semi-intensive (half-time) courses meet for two hours a day for two ten-week phases. Both phases are necessary to acquire limited useability. They are conducted by a linguist and one or more native speakers. An additional three hours of supervised study and drill and one hour of outside study are expected of each student. Satisfactory completion of the two phases should permit the student to meet ordinary social-travel situations, and provide him with a basis for developing fluency through further systematic study and extensive use in a foreign environment.

6. Part-time courses (as distinct from semi-intensive) are designed to meet limited, specific needs created by specialized functions within the Agency. These courses do not aim to provide comprehensive competence in all aspects of language use. Most of these courses aim to develop only a reading ability for use as a reference and research tool.

*See EXTERNAL

LANGUAGE (INTERNAL)

Index

This Index lists scheduled language courses and programs, which are described in detail on the pages following this Index. Courses in nearly any language can be provided for a minimum of four students.

I. FULL TIME (INTENSIVE) COURSES (See Long-Term Schedule No. 2)

A. Basic (Intensive)

Chinese (Yearly, 48 weeks)
French (Twice yearly, 23 weeks)
German (Twice yearly, 20 weeks)
Greek (Yearly, 44 weeks)
Italian (Twice yearly, 23 weeks)
Japanese (Yearly, 39 weeks)
Persian (Twice yearly, 24 weeks)
Romanian (Twice yearly, 22 weeks)
Russian (Yearly, 35 weeks)
Serbo-Croatian (Yearly, 39 weeks)
Spanish (Twice yearly, 23 weeks)
Turkish (Yearly, 44 weeks)
Russian Workshop (Yearly, 7 weeks) (summer)
German Workshop (Yearly, 7 weeks) (summer)

B. Intermediate (Intensive)

Chinese (Quarterly, 13 weeks)
Russian (Quarterly, 13 weeks)

C. Advanced (Intensive)

Chinese (Quarterly, 13 weeks)
Russian (Quarterly, 13 weeks)*

D. Applied Languages (Intensive)

Chinese (Each summer, 6 weeks)
French (Each summer, 6 weeks)
German (Each summer, 6 weeks)
Italian (Each summer, 6 weeks)
Russian (Each summer, 6 weeks)

*Includes a part-time area course conducted in Russian.

II. PART-TIME COURSES (See Long-Term Schedule No. 3)

A. Spoken Courses

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

Arabic
Chinese
French
German
Italian
Japanese
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

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| | |
|---------------|---|
| 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 |
| ENROLIMENT | 4 to 8 |
| DURATION | Full-time (20 to 48 weeks, depending on the language) |
| 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. Appropriate available area courses and lectures in English are a prescribed part of the curriculum, at the discretion of the instructor.

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.

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| | |
|---------------|---|
| TITLE | Intermediate and Advanced (Intensive) |
| 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, 13 weeks |
| LOCATION | Headquarters |

These courses emphasize 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. For some languages, area courses conducted in the foreign language are a prescribed part of the curriculum.

On the successful completion of these courses, the student should be able to speak, read, and write the language with considerable facility.

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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, 6 weeks (summer)

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 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.

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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.

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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.

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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.

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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 Elementary reading knowledge of the language 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

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.

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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

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.

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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.

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| | |
|---------------|--|
| 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 |
| ENROLLMENT | 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.

SECRET/CIA OFFICIALS ONLY

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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

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| | |
|---------------|--|
| 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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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.

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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.

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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.

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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.

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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.

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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.

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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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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, 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.

25X1

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 a 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 consists 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 are required.



25X1

25X1

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

Basic Country Surveys

Germany

Japan

India and Pakistan

Egypt

Regional Surveys

Middle East

Economic Factors in Asia

Free Europe

National Interest of U. S. in Middle East*

Northeast Asia

Russia in Asia

Southeast Asia

Americans Abroad

Arab States

France

Germany

Japan

Turkey

Japan and Korea

Western Europe

Greece

Middle East and Africa

Omnibus Program

Japan - Japanese

Russian (in the Russian Language)

*All courses are part time except those asterisked

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LANGUAGE AND AREA (EXTERNAL)*

Introduction

25X1

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.

25X1

5. Except for the Area Analysts Program, the Area Specialists Programs include one to two years of 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 to total 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, the Department of State, or United States Air Force-sponsored courses at Georgetown University. Other programs will be announced at a later date.

| <u>LANGUAGE</u> | <u>STARTING DATE</u> | <u>DURATION</u> |
|-------------------|----------------------|-----------------|
| Arabic | January 1957 | 47 weeks |
| | March 1957 | 47 weeks |
| | June 1957 | 47 weeks |
| | July 1957 | 10 months |
| Bulgarian | November 1956 | 47 weeks |
| | March 1957 | 47 weeks |
| | June 1957 | 47 weeks |
| Burmese | January 1957 | 47 weeks |
| Chinese-Cantonese | January 1957 | 47 weeks |
| | April 1957 | 47 weeks |
| Chinese-Mandarin | November 1956 | 33 weeks |
| | November 1956 | 47 weeks |
| | January 1957 | 9 months |
| | January 1957 | 15 months |
| | January 1957 | 33 weeks |
| | January 1957 | 47 weeks |
| | April 1957 | 33 weeks |
| | April 1957 | 47 weeks |
| | June 1957 | 47 weeks |
| July 1957 | 15 months | |
| Czech | November 1956 | 47 weeks |
| | January 1957 | 37 weeks |
| | January 1957 | 47 weeks |
| | April 1957 | 47 weeks |
| (Slovak) | June 1957 | 47 weeks |

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Language Programs Available at other Government Training Facilities

| | | |
|------------|---------------|------------------------|
| Finnish | January 1957 | 47 weeks |
| French | October 1956 | 4 $\frac{1}{2}$ months |
| | November 1956 | 24 weeks |
| | December 1956 | 6 months |
| | January 1957 | 9 months |
| | January 1957 | 24 weeks |
| | January 1957 | 4 $\frac{1}{2}$ months |
| | March 1957 | 6 months |
| | April 1957 | 4 $\frac{1}{2}$ months |
| | June 1957 | 24 weeks |
| | June 1957 | 6 months |
| | July 1957 | 4 $\frac{1}{2}$ months |
| | October | 4 $\frac{1}{2}$ months |
| German | November 1956 | 24 weeks |
| | December 1956 | 6 months |
| | January 1957 | 6 months |
| | January 1957 | 9 months |
| | January 1957 | 24 weeks |
| | January 1957 | 9 months |
| | July 1957 | 9 months |
| Greek | November 1956 | 6 months |
| | November 1956 | 47 weeks |
| | March 1957 | 47 weeks |
| Hungarian | November 1956 | 47 weeks |
| | April 1957 | 47 weeks |
| | June 1957 | 47 weeks |
| Indonesian | June 1957 | 47 weeks |
| Italian | October 1956 | 9 months |
| | January 1957 | 24 weeks |
| | January 1957 | 5 $\frac{1}{4}$ months |
| | July 1957 | 5 $\frac{1}{4}$ months |
| Japanese | November 1956 | 47 weeks |
| | January 1957 | 47 weeks |
| | January 1957 | 9 months |
| | April 1957 | 47 weeks |

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Language Programs Available at other Government Training Facilities

| | | |
|------------|---------------|------------------------|
| Korean | 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 | January 1957 | 47 weeks |
| Persian | January 1957 | 9 months |
| | March 1957 | 47 weeks |
| Polish | November 1956 | 47 weeks |
| | January 1957 | 9 months |
| | January 1957 | 47 weeks |
| | April 1957 | 37 weeks |
| | April 1957 | 47 weeks |
| Portuguese | January 1957 | 9 months |
| | January 1957 | 24 weeks |
| | January 1957 | 5 $\frac{1}{4}$ months |
| | July 1957 | 5 $\frac{1}{4}$ months |
| Romanian | November 1956 | 37 weeks |
| | March 1957 | 37 weeks |
| Russian | 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 | 12 months |
| | January 1957 | 9 months |
| | January 1957 | 47 weeks |
| | March 1957 | 47 weeks |
| Slovene | June 1957 | 47 weeks |
| Spanish | November 1956 | 24 weeks |
| | January 1957 | 9 months |
| | January 1957 | 24 weeks |
| | January 1957 | 4½ months |
| | June 1957 | 24 weeks |
| | July 1957 | 4½ months |
| Thai | June 1957 | 47 weeks |
| Turkish | January 1957 | 47 weeks |
| | June 1957 | 47 weeks |
| | July 1957 | 9 months |
| Viet-Nameese | June 1957 | 47 weeks |

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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] 25X1

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, [redacted]

25X1

25X1

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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]

25X1

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, [redacted]

25X1 25X1

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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) 25X1

LOCATION United States

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; one year of basic Arabic language and area study at the Foreign Service Institute, Department of State.

25X1

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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)

LOCATION

25X1

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.

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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

25X1

25X1

This program includes one week of briefing at the Foreign Service Institute, Department of State, in Washington;

(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.)

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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

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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

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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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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.

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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)

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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)

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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)

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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)

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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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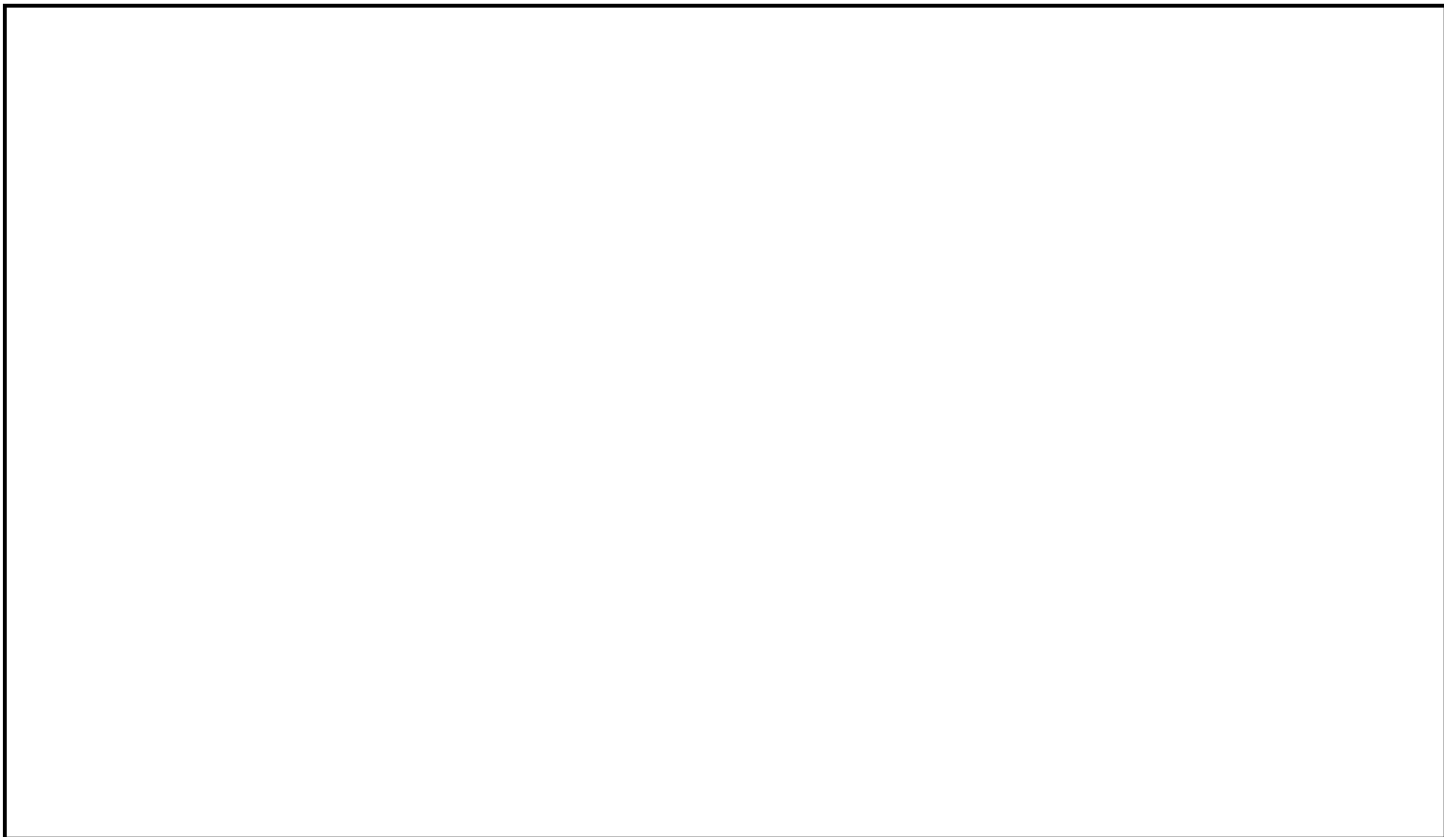
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| TITLE | First Aid |
| OBJECTIVE | Basic first aid for emergency purposes |
| PREREQUISITE | Secret clearance |
| ENROLLMENT | 10 to 20 |
| DURATION | 12 hours (Three 2-hour periods per week) |
| LOCATION | Headquarters |

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.

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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 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.

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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 7 |
| DURATION | 4 weeks (160 hours) |
| LOCATION | Headquarters |



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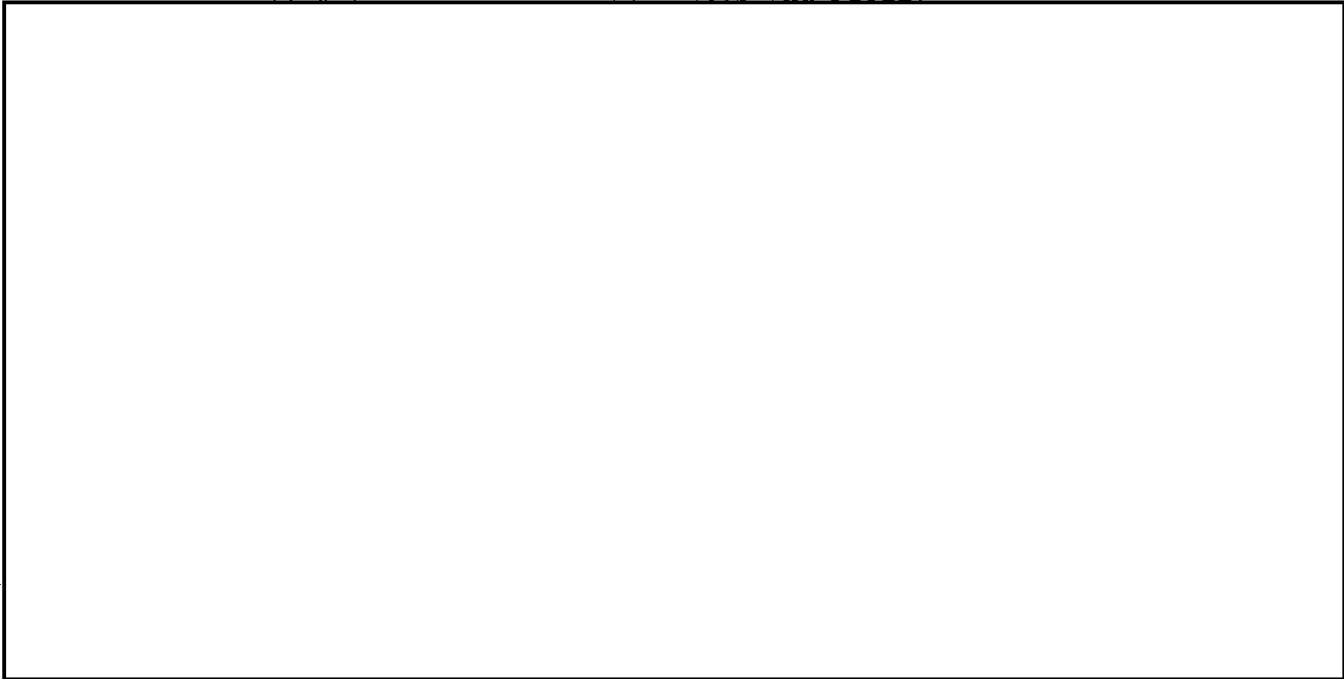
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| TITLE | Logistic Support* |
| OBJECTIVES | To instruct and provide practice in the skills, methods and techniques necessary to perform logistics functions in the field To provide general orientation in the Headquarters logistic functions and responsibilities |
| 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.

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