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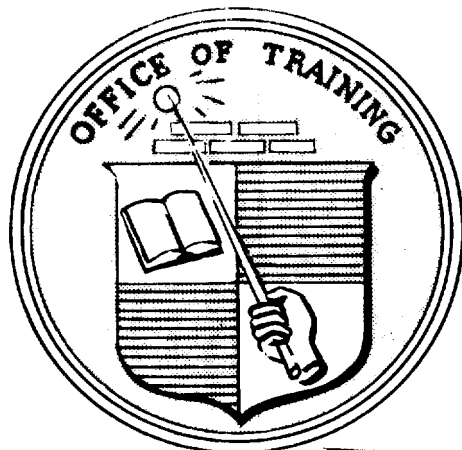
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# OFFICE OF TRAINING BULLETIN

NUMBER 36

MARCH 1958



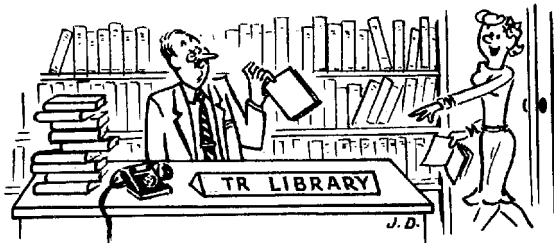
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# NEWS



## SELECT PUBLICATIONS AVAILABLE TO YOU

COPIES OF THE FOLLOWING OTR PUBLICATIONS ARE AVAILABLE AND MAY BE REQUESTED THROUGH YOUR TRAINING OFFICER, OR BY CALLING THE TRAINING LIBRARY, EXTENSION 3096:

FRANCE: A BIBLIOGRAPHY. TR RM O-540, 41 PAGES, UNCLASSIFIED, JANUARY 1958.

OTR BOOKSHELF, TR RM O-8, SECRET/CIA INTERNAL USE ONLY, OCTOBER 1957 - A LIST OF BOOKS RECENTLY ACQUIRED BY THE TRAINING LIBRARY IN ADDITION TO SELECTED GERMAN AND ENGLISH TITLES ON INTELLIGENCE FROM THE HISTORICAL INTELLIGENCE COLLECTION.

## INTELLIGENCE ORIENTATION EXHIBITS

THE OFFICE OF TRAINING CONTINUES TO PRESENT TWO EXHIBITS EACH MONTH ON THE FUNCTIONS OF CIA COMPONENTS IN CONJUNCTION WITH INTELLIGENCE ORIENTATION. THE EXHIBITS ARE OPEN TO ALL AGENCY PERSONNEL WHO MIGHT BENEFIT FROM THEM.

THE SUPPORT EXHIBIT IS BASED ON THE THREEFOLD THEME OF MEN, MONEY, AND MATERIAL, AND DEPICTS THE ROLE OF THE DD/S ELEMENTS IN SUPPORTING THE MISSION OF THE AGENCY. THE NEXT SUPPORT EXHIBIT IS SCHEDULED FOR WEDNESDAY 12 MAR. FROM 1400 TO 1615.

THE INTELLIGENCE PRODUCTS EXHIBIT PICTURES THE CIA RESPONSIBILITIES FOR THE COLLECTION, PRODUCTION, AND DISSEMINATION OF INTELLIGENCE. THIS EXHIBIT NEXT IS SCHEDULED FOR THURSDAY 13 MAR. FROM 0930 TO 1200.

FUTURE EXHIBITS HAVE BEEN SCHEDULED AS FOLLOWS:

SUPPORT EXHIBIT: 1400 - 1615

WEDNESDAY 23 APRIL

INTELLIGENCE PRODUCTS EXHIBIT:  
1930 - 1200

THURSDAY 24 APRIL

BOTH EXHIBITS NOW HAVE REACHED THE POINT WHERE SPACE IS AT A PREMIUM. OFFICES WHICH PLAN ADDITIONS TO THEIR EXHIBITS ARE ASKED TO DISCUSS THEM WITH ~~SECRET~~, EXT. 3343, 25X1A9a BEFORE BEGINNING CONSTRUCTION.

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P. O. BOX 663 • WASHINGTON 4, D. C.

LOW COST  
LOANS

LIBERAL  
DIVIDENDS

1957 CREDIT UNION DIVIDEND IS 4.5%

CIA'S CREDIT UNION HAS DECLARED AND PAID A 1957 DIVIDEND OF 4.5%. YOUR CREDIT UNION MAINTAINS TWO OFFICES TO SERVE YOU: 1048 I BUILDING AND 1149 Q BUILDING. THE MANAGER IS [REDACTED] FOR INFORMATION YOU MAY CALL EXT. 4747.

25X1A9a

HERE ARE SOME INTERESTING FACTS ABOUT YOUR CREDIT UNION:

ORGANIZED UNDER FEDERAL CHARTER IN DECEMBER, 1947.

TOTAL ASSETS, IN DECEMBER, 1957: \$4,500,000.

THIRD LARGEST OF SOME 170 CREDIT UNIONS IN THE WASHINGTON METROPOLITAN AREA.

UNLIMITED FUNDS AVAILABLE FOR LOANS OF ALL TYPES.

MAXIMUM LOAN: \$5,000.

MAXIMUM REPAYMENT PERIOD: 3 YEARS.

MAXIMUM INTEREST RATE: 1% PER MONTH ON THE UNPAID BALANCE.

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22 TO RECEIVE \$ FOR ACHIEVEMENT  
UNDER AWARDS PROVISIONS OF  
AGENCY LANGUAGE DEVELOPMENT PROGRAM

IN THE NEXT FEW WEEKS 22 AGENCY EMPLOYEES WILL RECEIVE CHECKS, VARYING IN AMOUNTS FROM \$25 TO \$200, AS PAYMENT FOR ACHIEVEMENT OF LANGUAGE COMPETENCE. SUCH AWARDS ARE AMONG THOSE PROVIDED UNDER THE AGENCY LANGUAGE DEVELOPMENT PROGRAM.

THESE AWARDS - FOR ACHIEVEMENT IN RUSSIAN, FRENCH, GERMAN, AND JAPANESE - ARE THE FIRST TO BE GIVEN IN THIS PROGRAM. OF THE ELIGIBLE EMPLOYEES, 17 ARE FROM DD/P, 3 FROM DD/I, AND 2 FROM DD/S; 21 OF THESE PERSONS RECEIVED DIRECTED TRAINING AND 1 WAS IN THE VOLUNTARY CATEGORY.

APPLICATIONS FOR MAINTENANCE AWARDS NOW ARE ANTICIPATED IN INCREASING NUMBERS, INASMUCH AS THE FIRST ANNIVERSARY OF THE LANGUAGE DEVELOPMENT PROGRAM HAS OCCURRED.

ALL PERSONS WHO FILED 444c FORMS A YEAR AGO ARE ELIGIBLE FOR CONSIDERATION WHEN THEIR TESTED PROFICIENCY HAS BEEN COMPARED WITH THE INITIAL SELF-EVALUATION.

FOR INFORMATION ON ACHIEVEMENT OR MAINTENANCE AWARDS, CALL THE REGISTRAR/TR, EXTENSION 4005.

LOGISTICS SUPPORT  
SPRING CLASS BEGINS APRIL 1958

LOGISTICS SUPPORT, CLASS #15 (WINTER, 1958) RECENTLY WAS COMPLETED. THE SPRING CLASS WILL BEGIN 21 APR. THIS IS A SIX-WEEKS COURSE, SUPPLEMENTED BY GUIDED TOURS OF THE [REDACTED] AND THE AGENCY PRINTING FACILITIES. THE TRAINING IS DIVIDED INTO TWO SEPARATE PARTS: PHASE 1: HEADQUARTERS (FOUR-WEEKS) CONSISTS OF LECTURES, DISCUSSIONS AND CASE PROBLEMS IN AGENCY SUPPLY, PROCUREMENT, TRANSPORTATION, REAL ESTATE AND PRINTING SERVICES ORGANIZATION AND FUNCTIONS; ADDITIONAL LECTURES AND STUDY MATERIALS DEAL WITH LOGISTICS PLANNING, AND THE HEADQUARTERS AND OVERSEAS RESPONSIBILITIES OF THE LOGISTICS OFFICER.

PHASE 2: FIELD TRAINING (TWO-WEEKS) CONSISTS OF STUDENT PARTICIPATION IN LOGISTICS FIELD ACTIVITY - INCLUDING FINANCIAL PROPERTY ACCOUNTING (FPA), STOCK CONTROL, M/R ACCOUNTS AND FIELD SUPPLY PROBLEMS. INSTRUCTION ALSO IS GIVEN IN SPECIFIC ASPECTS OF THE LOGISTICS SUPPORT [REDACTED]

CLASS SESSIONS ARE SUPPORTED BY THE USE OF SELECTED TRAINING FILMS, SEMINARS, AND STUDENT PARTICIPATION IN A FIELD SUPPORT PROBLEM. FOR INFORMATION, OR TO ARRANGE FOR REGISTRATION, CONTACT THE LOGISTICS TRAINING OFFICER, EXT. 4134.

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NON-CLERICAL BASIC TYPING #7

NON-CLERICAL BASIC TYPING, #7, FOR PROFESSIONAL PERSONNEL, IS SCHEDULED MORNINGS, DURING THE 8-WEEK PERIOD, 24 MARCH THROUGH 16 MAY. SESSIONS WILL MEET FROM 0730 TO 0815 HOURS, IN ROOM 2241, R & S BUILDING. APPLICATIONS FOR REGISTRATION MUST BE SUBMITTED TO THE REGISTRAR/TR, ON OR BEFORE 17 MARCH.

IT IS SUGGESTED THAT YOU REGISTER FOR THIS COURSE ONLY IF YOU ARE REASONABLY SURE OF REALIZING MAXIMUM PROFIT THROUGH ATTENDANCE IN ALL, OR NEARLY ALL, SESSIONS OF THE COURSE. QUESTIONS CONCERNING THIS CLASS MAY BE DIRECTED TO THE CHIEF, CLERICAL TRAINING, EXTENSION 2100.

LANGUAGE APTITUDE TEST PREREQUISITE VOLUNTARY LANGUAGE TRAINING PROGRAM

AGENCY EMPLOYEES, ENROLLING FOR THE FIRST TIME IN THE VOLUNTARY LANGUAGE TRAINING PROGRAM, ARE REMINDED THAT THEY MUST TAKE THE AGENCY LANGUAGE APTITUDE TEST BEFORE THEY CAN BE ASSIGNED TO CLASSES.

SINCE THE ASSESSMENT AND EVALUATION STAFF OF THE OFFICE OF TRAINING, WHICH CONDUCTS THE APTITUDE TESTS, OFTEN IS BOOKED BEYOND CAPACITY, PROSPECTIVE STUDENTS ARE ENCOURAGED TO MAKE EARLY ARRANGEMENTS FOR THE TESTING BY CALLING EXT 8322.

LANGUAGE STUDY PROGRESSES

CURRENT ENROLLMENT IN INTERNAL DUTY-HOUR LANGUAGE TRAINING CLASSES IS APPROXIMATELY 215.

CURRENT ENROLLMENT IN THE NON-DUTY-HOUR VOLUNTARY LANGUAGE TRAINING PROGRAM IS 312, STUDYING THE FOLLOWING LANGUAGES:

|         |          |         |
|---------|----------|---------|
| ARABIC  | GERMAN   | POLISH  |
| CHINESE | GREEK    | RUSSIAN |
| CZECH   | ITALIAN  | SPANISH |
| FINNISH | JAPANESE |         |
| FRENCH  | PERSIAN  |         |

THE LANGUAGE LABORATORY WAS UTILIZED BY 349 STUDENTS DURING THE PAST MONTH, FOR A TOTAL OF 3,930 HOURS, IN THE STUDY OF 19 DIFFERENT LANGUAGES.

QUALIFICATIONS REVIEW AND PLACEMENT PANELS RECENTLY MET TO CONSIDER PERSONNEL FOR STUDY OF THE FOLLOWING LANGUAGES:

|        |                   |
|--------|-------------------|
| FRENCH | ITALIAN           |
| GERMAN | TAMIL & MALAYALAM |
| GREEK  |                   |

DURING THE PAST MONTH, THERE WERE NO REGULARLY-SCHEDULED LANGUAGE PROFICIENCY EXAMINATIONS. SPECIAL-REQUEST EXAMINATIONS WERE TAKEN BY THREE PEOPLE IN: FINNISH, POLISH, AND PORTUGUESE.

RECENTLY, 85 PEOPLE WERE TESTED IN THE FOREIGN LANGUAGE APTITUDE TESTING BATTERY (FLATB). OUT OF THE 85, 25 SCORED ABOVE THE AVERAGE OF AGENCY LANGUAGE TRAINEES.

**UNUSUAL LANGUAGES NEED YOUR HELP -  
VOLUNTARY LANGUAGE TRAINING PROGRAM**

THE FIRST PREREQUISITE FOR ESTABLISHING A NON-DUTY-HOUR CLASS IN THE VOLUNTARY LANGUAGE TRAINING PROGRAM IS THAT AN AGENCY STAFF MEMBER VOLUNTEERS TO TEACH A GIVEN LANGUAGE, AT REGULAR GOVERNMENT OVER-TIME PAY RATES.

THE SECOND NECESSITY IS THAT AT LEAST 5 STUDENTS REGISTER TO FORM A CLASS IN THAT LANGUAGE.

DURING THE FIRST TWO TRIMESTERS, CLASSES SUCCESSFULLY WERE ORGANIZED TO SERVE THE INTERESTS OF THOSE CONCERNED WITH CERTAIN UNUSUAL AND HIGHLY IMPORTANT LANGUAGES: ARABIC, CZECH, GREEK, FINNISH, AND PERSIAN. ON SEVERAL OCCASIONS THESE CLASSES WERE CREATED ENTIRELY THROUGH THE INITIATIVE OF ONE OR TWO INTERESTED AGENCY MEMBERS WHO LOCATED ONE ASSOCIATE CAPABLE OF PROVIDING INSTRUCTION AND THEN GATHERED OTHERS TO MEET THE 5-STUDENT-MINIMUM CLASS REQUIREMENT.

UNFORTUNATELY, DESPITE ALL EFFORT, CLASSES COULD NOT BE ORGANIZED IN THE FOLLOWING: ALBANIAN, HUNGARIAN, HEBREW, THAI, SERBO-CROATIAN, NORWEGIAN, TURKISH, SLOVAK, INDONESIAN, SWAHILI, URDU, AND UZBEK. EITHER AN INSTRUCTOR COULD NOT BE LOCATED - OR THE 5-STUDENT-MINIMUM COULD NOT BE ACCOMPLISHED IN TIME FOR THE BEGINNING OF THE TRIMESTER.

THE AGENCY HAS A DEFINITE NEED FOR COMPETENCE IN THESE MORE UNUSUAL LANGUAGES. YOU EMPLOYEES INTERESTED IN THE OPPORTUNITIES OF NON-DUTY-HOUR INSTRUCTION ARE ENCOURAGED TO DEVELOP INTEREST AMONG YOUR ASSOCIATES LEADING TO THE CREATION OF CLASSES. IF THE TEACHER CAN BE FOUND, AND THE MINIMUM NUMBER OF REGISTRATIONS ARE RECEIVED, CLASSES WILL BE SCHEDULED FOR THE COMING SUMMER TRIMESTER.

MEANTIME, FOR INFORMATION OR ASSISTANCE REGARDING THE SUMMER, 1958, TRIMESTER, CONTACT [REDACTED] CO-ORDINATOR, VLTP, ON EXTENSION 4437.

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**REGISTER NOW FOR SUMMER TRIMESTER  
VOLUNTARY LANGUAGE TRAINING PROGRAM**

STAFF EMPLOYEES AND ADULT DEPENDENTS ARE URGED TO REGISTER EARLY FOR THE SUMMER TRIMESTER OF THE VOLUNTARY LANGUAGE TRAINING PROGRAM, WHICH BEGINS ON MONDAY, 5 MAY 1958.

THE REGISTRAR/TR NOW IS ACCEPTING APPLICATIONS FOR THESE CLASSES, WHICH ARE CONDUCTED BEFORE AND AFTER REGULAR WORKING HOURS. THE DEADLINE FOR APPLICATIONS IS 11 APRIL 1958. REGISTRATIONS WILL NOT BE ACCEPTED AFTER THAT DATE, SINCE A LARGE ENROLLMENT IS EXPECTED AND CLASSES MUST BE ORGANIZED WELL IN ADVANCE.

STUDENTS WHO NOW ARE ENROLLED IN CLASSES, WHO WISH TO CONTINUE IN AN ADVANCED CLASS IN MAY, ARE REMINDED THAT THEY MUST RE-REGISTER.

FOR INFORMATION REGARDING THE VOLUNTARY LANGUAGE TRAINING PROGRAM, CONTACT [REDACTED] ON EXT. 4437. 25X1A9a

### NEW EMPHASIS IN LAS AREA COURSES

IN THE BELIEF THAT THE NEEDS OF THE AGENCY REQUIRE A GREATER EMPHASIS ON PEOPLES THEMSELVES AS A GUIDE TO A BETTER UNDERSTANDING OF HOW AND WHY THEY ACT AND THINK, LAS CURRENTLY IS TAKING A NEW LOOK AT ITS ENTIRE AREA PROGRAM.

IN THIS CONNECTION, AND AS AN EXPERIMENT, THE SCOPE OF PRESENTATION OF THE JAPAN - BASIC COUNTRY SURVEY COURSE HAS BEEN SUBSTANTIALLY REVISED. THE NEW SYLLABUS, TOGETHER WITH THE NEW STARTING DATE FOR THE NEXT SCHEDULED CLASS, APPEARS IN THE COURSES, ACTIVITIES, AND PROGRAMS SECTION OF THIS BULLETIN ISSUE.

IN THE REVISION, MUCH GREATER EMPHASIS HAS BEEN PLACED ON JAPAN AS A SOCIETY RATHER THAN ON JAPAN AS A COUNTRY. THE PHYSICAL FEATURES OF JAPAN, THE ORIGINS OF THE JAPANESE RACE, THE EARLY HISTORY OF JAPAN ARE VIEWED AS IMPORTANT ONLY AS A PRELUDE TO THE MODERN ERA, IN WHICH THE SOCIETY OF PRESENT-DAY JAPAN WAS MOULDED. (REFERENCE TO "MODERN" OF COURSE, MEANS NOT CURRENT HISTORY BUT RATHER THE PERIOD FROM THE BEGINNING OF THE TOKUGAWA SHOGUNATE, WHEN THE MODERN SHAPE OF JAPANESE SOCIETY FIRST BEGAN TO TAKE FORM.) THE EMPHASIS NOW IS MORE ON THE DEVELOPMENT OF THE JAPANESE INDIVIDUAL IN HIS JAPANESE SOCIETY, BECAUSE IT IS WITH THAT INDIVIDUAL IN THAT SOCIETY THAT WE IN THE AGENCY DEAL.

LANGUAGE AND AREA TRAINING MUST BE TAILORED MOST EFFECTIVELY TO MEET THE REQUIREMENTS OF AGENCY OPERATIONS AND ACTIVITIES. THE TRAINING JOB IS TO FURTHER AND BETTER EQUIP THE TRAINEE TO PERFORM HIS ASSIGNED TASKS, WHETHER THESE BE TO ANALYZE AND INTERPRET INTELLIGENCE MATERIAL ORIGINATING IN A FOREIGN COUNTRY OR TO WORK PHYSICALLY IN THAT COUNTRY. IN EITHER CASE, IT IS NOT ENOUGH SIMPLY TO UNDERSTAND WHAT SOMEONE IS SAYING OR TO BE ABLE TO CONVERSE WITH HIM; IT IS ESSENTIAL ALSO TO UNDERSTAND HIS REACTION TO STIMULI, HIS THOUGHT PROCESSES, AND HIS BEHAVIOR PATTERNS. IN ORDER TO DO THIS, ONE MUST BE ABLE TO VISUALIZE HIM IN HIS OWN SOCIETY; TO APPRECIATE HIS, AND HIS SOCIETY'S, ADAPTATION PATTERNS IN TERMS OF HIS PHYSICAL SURROUNDINGS, HIS SOCIAL SURROUNDINGS, AND HIS SUPERNATURAL SURROUNDINGS. HISTORY, ART, RELIGION AND LITERATURE ALL PLAY SIGNIFICANT PARTS IN MOULDING OR REFLECTING THOSE ADAPTATION PATTERNS, BUT THE TRUE EMPHASIS MUST BE ON THE PATTERNS THEMSELVES.

IF YOU ARE INTERESTED IN DISCUSSING THIS GENERAL CONCEPT OF AREA TRAINING, OR DESIRE INFORMATION CONCERNING THE REVISION OF THE NEXT SCHEDULED JAPAN - BASIC COUNTRY SURVEY, YOU MAY CALL [REDACTED] DC/LAS/TR, EXTENSION 3275.

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MOSCOW-PEKING AXIS  
BASIC COUNTRY SURVEY BEGINS JULY '58

EASTERN STUDIES/LAS ANNOUNCES A NEW COURSE: THE FIRST 6-WEEK CLASS, IN THE COURSE MOSCOW-PEKING AXIS - REGIONAL SURVEY, COMMENCES JULY 7 AND TERMINATES AUGUST 15, 1958. TENTATIVELY CLASS SESSIONS WILL BE CONDUCTED 1000 - 1200 HOURS ON MONDAYS, WEDNESDAYS, AND FRIDAYS. THIS COURSE IS THE RESULT OF EVER-GROWING INTEREST IN THE DEVELOPMENT OF SINO-SOVIET RELATIONS WITHIN THE PAST DECADE.

A NUMBER OF RECENT STUDIES HAVE DELVED DEEPLY INTO THE SUBJECT OF THE POLITICAL, ECONOMIC, AND MILITARY RAPPROCHEMENT BETWEEN THE TWO COMMUNIST NATIONS. THE RESULTS HAVE BEEN PUBLISHED BY THE VARIOUS INDIVIDUALS, EDUCATIONAL INSTITUTIONS, AND ORGANIZATIONS SUCH AS THE FOREIGN POLICY ASSOCIATION AND THE COUNCIL OF FOREIGN RELATIONS. FROM THESE STUDIES IT APPEARS THAT THE ECONOMIC PATTERN OF COMMUNIST CHINA MAY BE INFLUENCED BY ITS RELATIONS WITH THE SOVIET BLOC ON THE ONE HAND AND WITH THE FREE WORLD ON THE OTHER HAND. ALTHOUGH THE UNITED STATES DOES NOT POSSESS IN CHINA THE ECONOMIC STAKE OF GREAT BRITAIN OR JAPAN, IT HAS COMMITTED ITSELF TO THE POLICY OF CONTAINING CHINESE COMMUNISM ON THE MAINLAND. AS A PART OF THE IMPLEMENTATION OF THIS POLICY, THE UNITED STATES, FOLLOWING COMMUNIST CHINA'S AGGRESSION IN KOREA, HAS BEEN INSTRUMENTAL IN IMPOSING ECONOMIC SANCTIONS AGAINST THE PEKING REGIME. THE PRIMARY PURPOSE OF THIS COURSE, THEREFORE, WILL BE TO STUDY THE ECONOMIC AND POLITICAL PATTERN OF THE "MOSCOW-PEKING AXIS" WITH A VIEW TO DETERMINING THE EXTENT TO WHICH THIS ECONOMIC AND POLITICAL ISOLATION OF COMMUNIST CHINA HAS INFLUENCED HER POTENTIAL AS MOSCOW'S ALLY AND A POWER IN EAST ASIA.

THE SCHEDULE OF CLASS #1, AND OTHER DETAILS, WILL BE ANNOUNCED IN THE APRIL ISSUE OF THE OTR BULLETIN.

RUSSIAN ADVANCED POLITICAL SEMINAR  
NOW OPEN TO ALL INTERESTED

IN FEBRUARY THE LANGUAGE AND AREA SCHOOL INAUGURATED AN ADVANCED POLITICAL SEMINAR, IN RUSSIAN, WHICH MEETS EVERY TUESDAY, FROM 0930 TO 1130, IN ROOM 2807, QUARTERS EYE. FOR INFORMATION CALL [REDACTED] EXTENSION 3275.

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THIS SEMINAR IS OPEN TO ANYONE WITH AN ADVANCED KNOWLEDGE OF RUSSIAN WHO IS INTERESTED BOTH IN BROADENING KNOWLEDGE OF RUSSIAN POLITICAL THOUGHT AND INSTITUTIONS (COMMUNIST AND NON-COMMUNIST), AND IN IMPROVING ABILITY TO COMMUNICATE ORALLY IN THE RUSSIAN LANGUAGE. YOU ARE REQUIRED TO PARTICIPATE ACTIVELY IN DISCUSSING POLITICAL AND SOCIOLOGICAL PROBLEMS, BASED ON THE READING OF SELECTED RUSSIAN-LANGUAGE MATERIALS.

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# Courses, Activities, and Programs

## NOONTIME MOVIE SCHEDULE

MARCH AND APRIL

You are invited to attend the various foreign language and English films to be shown in Room 1-82 Quarters Eye, at 1200 hours as scheduled below. Both feature films and factual films are included. If you enjoy foreign films, desire to improve your language proficiency, or seek additional "area" knowledge, you will find these programs interesting and beneficial. Occasionally, if it is impossible to secure a scheduled film, a substitution will be made. For further information, please call [REDACTED] extension 2381. You will, of course, wish to arrange with your supervisor for authorization to attend those films which require time in excess of your lunch hour.

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- 19 March  
Wednesday Russian Film: "Secret Skanderbeg" G7024, 124 min.
- 25 March  
Tuesday French Film: "The Bride's Surprise" B0672, 80 min.  
(Comedy with English Titles)
- 26 March  
Wednesday Russian Film: "Peter The First" C6234, 95 min. (Historical film on Peter the Great)
- 1 April  
Tuesday Italian shorts: H600 11 min; G7317 33 min.
- 2 April  
Wednesday German film: "Grand Illusion" E6523 90 min. (POW Escape in World War I; has English titles)
- 9 April  
Wednesday Russian Newsreels
- 15 April  
Tuesday Spanish film: "From the Other Side" D6413 65 min.  
(Forced Labor Camps in USSR); or substitutes
- 16 April  
Wednesday German newsreels
- 23 April  
Wednesday Russian film: "Country Doctor" D6166 118 min. (Young Woman Doctor and her Troubles at Village Hospital)
- 29 April  
Tuesday French film: "The Courier of Lyons" B0714 92 min. (An Innocent Man Convicted in 18th Century France)
- 30 April German film: "With Sealed Orders" B0511 110 min. (Espionage)

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CONFERENCES, SEMINARS, PROFESSIONAL MEETINGS

EXTERNAL

For additional information concerning the activities listed below, you may call the Information Section/Registrar's Office, extension 4005. Also, we will appreciate your interest and assistance in supporting this feature; please advise us of any such activities that come to your attention, so that we may here publish advance Agency-wide notice of the events.

CORPORATION EXECUTIVE CONFERENCE--SOUTH AND SOUTHEAST ASIA

The School of Advanced International Studies of Johns Hopkins University and its affiliated Foreign Service Educational Foundation present each year a series of meetings designed specifically to meet the requirements of the executive with international interests--to exchange mutual understanding between business executives, labor leaders and Government officials on matters affecting American business operations abroad.

Attendance at such meetings is limited. However, a small quota has been obtained which permits Agency personnel to attend these two-day sessions on a non-participating basis, as guests of the President, Foreign Service Educational Foundation.

The next conference is scheduled for 9-10 April 1958. The topic will be South and Southeast Asia. Relation of this area to the commercial and financial interests of the U. S. will be discussed.

If you are interested in attending this conference, discuss plans with your supervisor and Training Officer. Applications must be received by the Registrar/TR at least two weeks before the conference. If accepted for attendance, you will be notified.

AMERICAN SOCIETY OF TRAINING DIRECTORS CONFERENCE - SPECIAL GROUP MEETINGS

The 14th annual conference of the ASTD will be held at the Sheraton-Park Hotel, Washington, D. C., 6-8 May 1958. On 5 and 9 May, special groups such as Adult Reading Improvement Association; Chemicals; Colleges & Universities; Consultants & Associations; Ferrous Metals; Non-ferrous Metals; Pulp & Paper, etc., will hold meetings.

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This conference is for progressive management. It is planned to show ways to successfully train and develop all personnel. Exhibitors will display latest developments in equipment, publications, services, supplies and training aids. Demonstrations will be presented to conferees during scheduled exhibit periods.

The fee for the entire conference is \$40 for members and \$50 for non-members.

#### INSTITUTE OF ENVIRONMENTAL ENGINEERS

The 2nd annual meeting of the Institute of Environmental Engineers will be held 17-18 April 1958 in the New Yorker Hotel, New York City. The Environmental Equipment Conference, under the auspices of the Environmental Equipment Institute, will be held on Thursday afternoon, 17 April.

The fee for IEE members is \$12.50 for one day, or \$19.50 for both days; for non-members, \$20.00 for one day, or \$32.50 for both days.

#### AMERICAN MANAGEMENT ASSOCIATION MEETINGS

Electronic Data Processing--Installing and Administering Electronic Data Processing Systems. This workshop seminar will be held on 17-19 March and 14-16 April in New York City. Registration must be for both units.

Operations Research-- Explained with Applications. This orientation seminar is designed to give the registrants a broad, definitive picture of Operations Research concepts; to tell them what O.R. can do; and show them where and how O.R. techniques can be, and have been, successfully applied in industry and management.

One seminar, which will be held in San Francisco, is scheduled for 23-25 April 1958. On 14-16 May 1958 a seminar will be held in New York City.

Planning and Administering the Office Work Simplification Program. This seminar meets in New York City on 17-19 March 1958. Tested practices for ridding your office "machinery" of over-complicated work methods will be discussed.

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Improving Managerial Performance in the Office. This seminar will be held in New York City on 24-28 March 1958. It is restricted to executives who have subordinate supervisory personnel reporting to them. Each registrant will be assigned a place in a hypothetical three-level organization; he will practice making appraisals; reviewing appraisals he has made and giving directions accordingly; and interviewing personnel who have been appraised.

AMA's Personnel Division is offering an integrated series of orientation seminars: Job Instruction Training (19-21 March in New York City), The Incident Process (31 March - 2 April in New York City), How to Plan and Conduct Role-Playing Sessions (7-11 April in Saranac Lake, New York), Techniques of Supervisory Training (9-11 April and 5-7 May in New York City), and The Case Method (12-14 May in New York City).

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HUNGARY

BASIC COUNTRY SURVEY

APRIL 1 - JUNE 5

438 HUNGARY - BCS

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This course is designed for personnel already possessing some familiarity with Hungary, who wish to deepen their knowledge of its basic features and sharpen their appreciation of its complex contemporary problems. Principal class activities will be lectures, analytical in character, by staff and guest specialists, as well as discussions conducted by the Chief Instructor with the assistance of staff specialists.

Auditors are welcome to attend the lectures, as listed below. If you wish to attend, and have the approval of your supervisor, notify your Training Officer. Training Officers are requested to call extension 4437, at least 24 hours in advance, to make reservations. All class time not accounted for in the following schedule is reserved for enrolled students.

ALL LECTURES ARE SCHEDULED TO BEGIN AT 1015, AND WILL BE FOLLOWED BY DISCUSSIONS WHICH SHOULD END BY 1145.

- April 1 Survey: U. S. and Hungary - Relations and Policy Objectives
- April 3 Geography: Strategic and Economic
- April 8 Magyars and their Language
- April 10 History I: Survey of Hungary's Historical Role
- April 15 History II: Hungary in the 19th and 20th Centuries (to 1920)
- April 17 History III: From Trianon to the Peace Treaty of 1947
- April 22 Psychological and Social Behavior I: Influence of the Hapsburgs and the Regency
- April 24 Psychological and Social Behavior II: The Contemporary Scene
- April 29 Cultural Patterns - Influence of the Intelligentsia

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438 HUNGARY - BCS

- May 1 Social Institutions: Church, School, and other Group Activities
- May 6 Communism in Hungary - Structure of Government and Party
- May 8 Policy Problems and Political Dynamics: Agrarian Question, Rajk Trial, Mindszenty Trial
- May 13 Soviet Policy
- May 15 Internal Security Forces - Control of the Population (Discussion)
- May 20 The October 1956 Revolution and its Significance: resistance centers, popular sentiment, Soviet intervention and suppression, mass reaction
- May 22 Political Personalities
- May 27 Bloc Relations (including activities in underdeveloped countries)
- May 29 Basic Structure of Economy - Communist Economic Policy
- June 3 Exile Policies and Refugee Problem
- June 5 Strategic Summary: Hungary's Present Situation and Prospects

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JAPAN

BASIC COUNTRY SURVEY

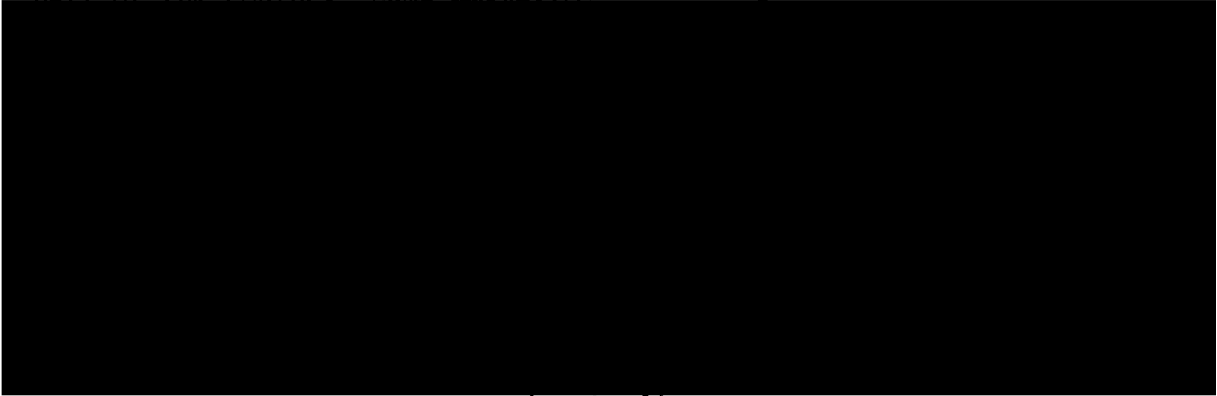
APRIL 14 - JUNE 20 58

132 JAPAN - BCS

ES/LAS announces the postponement of the start of Japan - Basic Country Survey from Monday March 10 to Monday April 14. This class will meet on Mondays, Wednesdays, and Fridays from 1400 to 1630 hours, in Room 2925 Quarters Eye, and will run from April 14 through June 20. Applications for registration must be submitted to the Registrar/TR, on or before April 4, and an interview with the principal instructor, [REDACTED] LC/LAS is required. Requirements for the revised course include a knowledge of the area, a certain amount of outside reading, and participation in a problem or exercise as an integral part of the course. Some knowledge of the Japanese language will be

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SCHEDULE (Revised)

Part 1 Introduction to the Course

|        |        |           |   |
|--------|--------|-----------|---|
| Monday | 14 Apr | 1400-1630 | The course rationale - some basic principles we shall deal with-the considerations we shall be guided by. |
|--------|--------|-----------|---|



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132 JAPAN - BCS cont.

Part 2 The Significant Factors in the Case

We shall deal with people, both individuals and in groups or societies - specifically the Japanese and their society. Before we consider the variable elements that mould their behavior and shape their course, we must consider, if briefly, the static elements that also influence the Japanese and Japanese society and have done so for centuries:

|           |        |           |  |
|-----------|--------|-----------|--|
| Monday    | 21 Apr | 1400-1630 | <u>The Physical Face of Japan</u> - A discussion of these features of Terrain, Climate, Flora and Fauna, Wind and Water which have so markedly influenced the development of Japanese society; even as O-Fuji-san, that glistening perfect cone, has dominated the Kanto landscape and much of Japanese pictorial art. |
| Wednesday | 23 Apr | 1400-1630 | <u>The People of Japan</u> - A discussion of the racial origins and racial characteristics of the Japanese people-the influence of Polynesia and Mongolia and, as importantly, the factors of population growth and movement which also have made so strong a mark.  |
| Friday    | 25 Apr | 1400-1630 | <u>The Language of Japan</u> - Its significance as a vehicle of communication in Japanese society and between Japan and the outside world.   |

Part 3 Japan's Early History

Formal history, as such, frequently contributes little to an understanding of the people of a country. But it is not enough to understand a people - we must also be able to communicate with them in a congenial atmosphere. The Japanese are proud of their ancient history, even though much of it is indeed mythical. For that reason, then, we must look briefly at the ancient history of Nippon:



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132 JAPAN - BCS cont.

|           |        |                            |   |
|-----------|--------|----------------------------|---|
| Monday    | 28 Apr | 1400-1530<br>1530-1630     | <u>Japanese History to 1600</u><br>Reading Period   |
| Wednesday | 30 Apr | 1400-1530<br><br>1530-1630 | <u>Japanese History - The Tokugawa Era: 1600-1857.</u> The isolation and nationalization of Japan under the Tokugawa Shogunate integrated Japanese Society in a feudal pattern that refined and intensified its unity and prepared the way for the disciplined transformation of the Meiji Restoration.<br>Reading Period |
| Friday    | 2 May  | 1400-1630                  | <u>Japanese Films:</u> Chushingura<br>Ugetsu  |

Part 4 The Traditional Society

At this point we pause to look at the individual and his society in an agricultural, clan-family Japanese society, considering the rudimentary development of political institutions, the early growth of urban centers and the beginnings of those forces which were soon to transform Japan under the influence of the West:

|           |       |                        |  |
|-----------|-------|------------------------|--|
| Monday    | 5 May | 1400-1530<br>1530-1630 | <u>Japanese Society and the Individual in Tokugawa Japan</u><br>Reading Period       |
| Wednesday | 7 May | 1400-1530<br>1530-1630 | <u>The Development of Political Institutions in Tokugawa Japan</u><br>Reading Period |
| Friday    | 9 May | 1400-1530<br>1530-1630 | <u>Religion in Japan under the Tokugawas</u><br>Hour Exam                            |

Part 5 New Wine in Old Bottles

Commodore Matthew Fontaine Perry forced wide the gateways to Japan that had already been cracked by the tozama - the Southern or Outside Clans. Japan is transformed from a feudal agrarian state to a modern industrial one through the heroic efforts of a band of young, dynamic aristocrats:

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132 JAPAN - BCS cont.

|           |        |           |   |
|-----------|--------|-----------|---|
| Monday    | 12 May | 1400-1530 | <u>The West and Japan in the 18th Century</u> |
|           |        | 1530-1630 | Reading Period                                |
| Wednesday | 14 May | 1400-1530 | <u>The Meiji Restoration I</u>                |
|           |        | 1530-1630 | Reading Period                                |
| Friday    | 16 May | 1400-1530 | <u>The Meiji Restoration II</u>               |
|           |        | 1530-1630 | Assignment of Problems                        |

Part 6 Introduction to Modern Japan

The Sino-Japanese War in 1897 marks the beginning of the emergence of Japan as a modern state and a world power. From that moment the path of Japan leads inexorably onward toward deeper involvement with the rest of East Asia and the World until the brink is reached in 1941 and Japan takes the fatal plunge. The impact of these years upon the Japanese society is indelible:

|           |        |           |   |
|-----------|--------|-----------|---|
| Monday    | 19 May | 1400-1630 | <u>Modern Japanese History I: The International Scene</u>   |
| Wednesday | 21 May | 1400-1630 | <u>Modern Japanese History II: The Domestic Scene</u>   |
| Friday    | 23 May | 1400-1630 | <u>Modern Japanese History III: War, Defeat and the Aftermath: Westernization by Belligerent Occupation</u> |

Part 7 Man and His Society in Modern Japan

Against the background of the past, we now examine into the nature of Japanese society today, seeking to know and understand the typical patterns of Japanese behavior. This will involve, of course, an examination not only of the child, the man, the woman, but also their political, religious and social institutions. It is a complex and a fascinating picture:

|           |        |           |   |
|-----------|--------|-----------|---|
| Monday    | 26 May | 1400-1530 | <u>The Japanese Family in Transition</u>  |
|           |        | 1530-1630 | Reading Period                            |
| Wednesday | 28 May | 1400-1530 | <u>The Japanese Village in Transition</u> |
| Friday    | 30 May |           | MEMORIAL DAY _ _ _ _ _                    |

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132 JAPAN - BCS cont.

|           |        |           |  |
|-----------|--------|-----------|--|
| Monday    | 2 Jun  | 1400-1630 | Films: Japanese Behavior<br>Toru's Family<br>Shina no Yoru   |
| Wednesday | 4 Jun  | 1400-1530 | <u>The Structure of Political Japan;</u>   |
|           |        | 1530-1630 | <u>Local Government</u><br>Reading Period  |
| Friday    | 6 Jun  | 1400-1530 | <u>The Structure of Political Japan;</u>   |
|           |        | 1530-1630 | <u>National Government</u><br>Reading Period   |
| Monday    | 9 Jun  | 1400-1530 | <u>Japanese Political Parties</u>  |
|           |        | 1530-1630 | Reading Period   |
| Wednesday | 11 Jun | 1400-1530 | <u>The Japanese Economy</u>  |
|           |        | 1530-1630 | Reading Period   |
| Friday    | 13 Jun | 1400-1630 | <u>Seminar - Man and His Society in</u><br><u>Japan Today - His Pressures,</u><br><u>Drives, Fears, and Beliefs.</u> |
| Monday    | 16 Jun | 1400-1630 | <u>Case Problem - Presentation I</u>   |
| Wednesday | 18 Jun | 1400-1630 | <u>Case Problem - Presentation II</u>  |
| Friday    | 20 Jun | 1400-1530 | <u>Case Problem - Presentation III</u>   |
|           |        | 1530-1630 | Some concluding Remarks  |

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SOVIET BLOC (ECONOMIC GEOGRAPHY) #3      REGIONAL SURVEY      APR 8 - JUN 12 58

400 EUROPE (BALKAN, CENTRAL, AND EASTERN) - RS

This course will be given on Tuesday and Thursday from 0900 to 1200 hours, beginning April 8 through June 12, 1958. The class is scheduled to meet in Room 2129 "I" Building. Applications for registration must be submitted to the Registrar/TR, on or before April 1, 1958. Class will be limited to 30 full-time students. Secret clearance is required. For additional information contact your training officer or the instructor, [REDACTED] Room 1901 Quarters Eye, extension 3275.

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This course is designed for personnel who require knowledge of the basic geographic factors as they affect the economic development of the Union of Soviet Socialist Republics and its European satellites.

A brief summary of location, topography, and other physical features will be followed by a more detailed analysis of the distribution of the economic activities in the various regions of the Soviet Bloc in relation to physical environment. These activities embrace the extractive, agricultural, and manufacturing industries; labor resources; transportation and communication; and commercial relations within and outside the Bloc. Formal instruction will be supplemented with supervised study periods, practical exercises and visual aids. Texts and periodic handouts will be provided.

SCHEDULE

|       |  |   |
|-------|--|---|
| Apr 8 | Soviet Bloc 1:                                   | Strategic significance                        |
| 10    | Soviet Bloc 2:                                   | Natural and Human resources                   |
| 15    | Soviet Bloc 3:                                   | Agriculture and Industry                      |
| 17    | Soviet Bloc 4:                                   | Trade and Transportation                      |
| 22    | Summary - Supervised Study - Map Exercise - Quiz |   |
| 24    | USSR Economic Regions I & II:                    | Northwest and West                            |
| 29    | USSR Economic Regions III & IV:                  | South and Southeast                           |
| May 1 | USSR Economic Regions V & VI:                    | Transcaucasus and Volga                       |
| 6     | Summary - Supervised Study - Map Exercise - Quiz |   |
| 8     | USSR Economic Regions VII & VIII:                | Central-Industrial and Urals                  |
| 13    | USSR Economic Regions IX & X:                    | Western Siberia, Kazakhstan, and Central Asia |
| 15    | USSR Economic Regions XI & XII:                  | East Siberia and Far East                     |
| 20    | Summary - Supervised Study - Map Exercise        |   |
| 22    | Written Test 1:                                  | Review, Examination, Critique                 |
| 27    | Buffer States 1:                                 | East Germany and Poland                       |
| 29    | Buffer States 2:                                 | Czechoslovakia and Hungary                    |
| Jun 3 | Buffer States 3:                                 | Bulgaria and Rumania                          |
| 5     | Buffer States 4:                                 | Yugoslavia and Albania                        |
| 10    | Summary - Supervised Study - Map Exercise        |   |
| 12    | Written Test 2:                                  | Review - Examination - Critique               |

OTR INTRA-AGENCY INFORMATION SYSTEM

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By [REDACTED] INFORMATION SECTION/REGISTRAR/TR

25X9A2

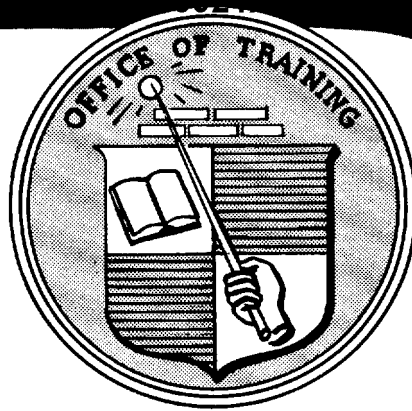
YOU ARE AMONG THE ESTIMATED [REDACTED] CIA EMPLOYEES WHO, STUDYING THIS 21ST ISSUE OF THE OTR BULLETIN, WILL BE WELL-INFORMED THIS MONTH CONCERNING YOUR AGENCY'S CURRENT TRAINING DEVELOPMENTS. WITH TOP-MANAGEMENT INCREASINGLY EMPHASIZING THE PLACE OF TRAINING IN RESPECT TO ORGANIZATIONAL AND INDIVIDUAL CAREER PLANNING AND PERFORMANCE, THE OFFICE OF TRAINING RECOGNIZES THAT EXECUTIVES, SUPERVISORS, AND LINE-LEVEL PERSONNEL THROUGHOUT THE AGENCY ENJOY A MANIFEST "NEED-TO-KNOW" IN REGARD TO PROGRESS OF OUR ORGANIZATION'S GENERAL TRAINING MISSION - ITS OBLIGATIONS, ITS OPPORTUNITIES, AND ITS REQUIREMENTS.

MORE THAN A YEAR AGO, THE DEPUTY DIRECTOR OF CENTRAL INTELLIGENCE, ADDRESSING THE ASSEMBLED PERSONNEL OF OTR, STRESSED THIS AGENCY-WIDE "NEED-TO-KNOW":

"TRAINING IS FINDING ITS RIGHTFUL NICHE IN THE PRIORITY OF THINGS. NOT AS MANY TRAINING OPPORTUNITIES ARE GOING BY THE BOARD AS BEFORE. HOWEVER, THERE IS STILL A LONG WAY TO GO. WE'VE STILL GOT A BIG JOB OF COMMUNICATION OF IDEAS. THERE IS ALWAYS SOMEONE WHO HASN'T GOT THE WORD. AND SO YOU PEOPLE HERE TODAY HAVE GOT TO GET OUT AND CONTINUE TO BE MISSIONARIES. AS NECESSARY AS TRAINING OFFICERS ARE, AND WE HAVE MANY DEDICATED TO THEIR TASKS WITH EACH MAJOR COMPONENT, YOU CANNOT STOP WITH GETTING THE WORD TO THE TRAINING OFFICERS. EACH ONE OF YOU HAS GOT TO SPREAD THE WORD TO THE DEPTHS OF OUR AGENCY--TO ALL OF OUR EMPLOYEES--TO EVERY PROSPECTIVE TRAINEE. I BELIEVE THIS MISSIONARY TASK TO BE ONE OF YOUR BIGGEST CHALLENGES FOR THE COMING YEAR."

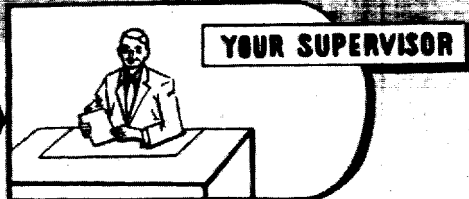
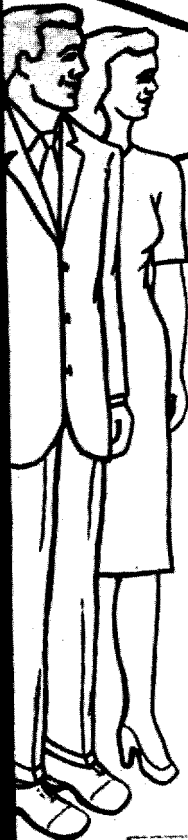
UNDER MOST CIRCUMSTANCES, THE CHALLENGE TO MISSIONARY SERVICE IS INSPIRATIONAL; ACCEPTANCE OF SUCH A CHALLENGE INVARIABLY RESULTS IN ACTION AND ATTAINMENT. IN THIS CASE, DDCI'S SUMMONS LED TO CREATION OF THE OTR INTRA-AGENCY INFORMATION SYSTEM, THE COMPREHENSIVE COMMUNICATION SYSTEM OF WHICH THIS, YOUR OTR BULLETIN, IS A SIGNIFICANT PART.

ON THE FOLLOWING PAGE YOU SEE THE WRAP-UP PANEL OF OTR'S PRESENTATION IN THE INTELLIGENCE SUPPORT EXHIBIT. THE EXHIBIT REGULARLY IS STAGED IN THE R & S BUILDING AUDITORIUM DURING SUCCESSIVE CLASSES OF THE INTELLIGENCE ORIENTATION COURSE. THE INTEGRAL PARTS OF THE OTR INTRA-AGENCY INFORMATION SYSTEM ARE PORTRAYED IN THE RIGHT-HAND COLUMN OF THE PANEL. SINCE THIS SYSTEM IS DESIGNED TO SERVE YOU, YOU WILL BE INTERESTED IN KNOWING HOW IT FUNCTIONS; READING DOWN THE COLUMN, THEN, HERE ARE THE FACTS:

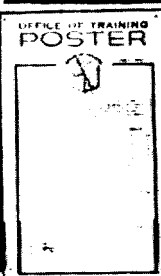
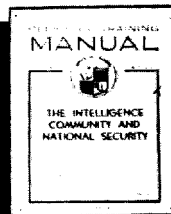
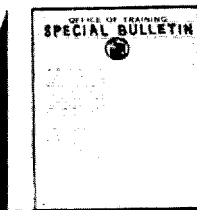
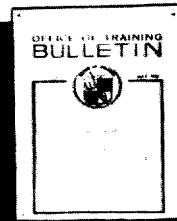
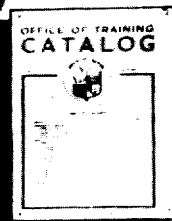


# REGISTRATION PROCEDURES

OTR INTRA-AGENCY  
INFORMATION SYSTEM



- DCI
- DDC
- DDI
- DDS
- DDP



OTR CATALOG: THIS IS PUBLISHED PERIODICALLY IN 2 EDITIONS: A GENERAL EDITION DISTRIBUTED TO ALL EXECUTIVES AND SUPERVISORS OF DD/I AND DD/S; A CLANDESTINE SERVICES EDITION DESIGNED FOR DISTRIBUTION TO COMPARABLE PERSONNEL IN DD/P; TO TOP-MANAGEMENT EXECUTIVES IN DCI, DD/C, DD/I AND DD/S; AND TO A LIMITED NUMBER OF OTHER AGENCY EMPLOYEES WHO HAVE "NEED-TO-KNOW." THE GENERAL EDITION IS DISTRIBUTED DIRECTLY TO DD/I AND DD/S RECIPIENTS; EACH SUPERVISOR RECEIVES ONE OR MORE COPIES, STUDIES IT, ROUTES IT TO ALL INDIVIDUALS IN THE OFFICE, AND RETAINS IT AS A REFERENCE DOCUMENT FOR USE IN MEETING ORGANIZATIONAL AND INDIVIDUAL CAREER MANAGEMENT RESPONSIBILITIES. IN THE CASE OF THE CLANDESTINE SERVICES EDITION, HOWEVER, THE DISTRIBUTION PATTERN DIFFERS; AT THE REQUEST OF DD/P, DELIVERY OF COPIES IN BULK IS MADE TO A CENTRAL POINT, AND DISTRIBUTION THEREFROM IS GOVERNED EXCLUSIVELY BY THAT OFFICE.

OTR BULLETIN: THIS MAGAZINE IS PUBLISHED MONTHLY IN ONE EDITION, THE GENERAL. IT IS THE REGULAR SUPPLEMENT TO THE OTR CATALOG AND, IN ADDITION, CARRIES CURRENT INFORMATION CONCERNING TRAINING COURSES, ACTIVITIES, AND PROGRAMS OF INTEREST AND VALUE TO SUPERVISORS AND INDIVIDUAL EMPLOYEES. THE DISTRIBUTION PATTERN OF THE BULLETIN, OF COURSE, IS IDENTICAL TO THAT OF THE CATALOG. HOWEVER, AGENCY-WIDE RECOGNITION OF ITS CURRENCY AND UTILITY HAS RESULTED IN OFFICES MAKING A MODEST BUT CONSISTENT DEMAND FOR INCREASED MAGAZINE COPY ALLOTMENTS.

OTR SPECIAL BULLETIN: THIS "FLYER", USUALLY A SINGLE-SHEET ITEM, IS OTR'S DEVICE FOR SPECIAL, OR EMERGENCY, COMMUNICATION. THROUGH THIS MEDIUM THE DIRECTOR OF TRAINING CONVEYS SPECIFIC INFORMATION EXCLUSIVELY OF INTEREST TO SELECTIVE AGENCY AUDIENCES - SUCH AS TOP-MANAGEMENT AGENCY-WIDE, OR EXECUTIVES OF A SINGLE MAJOR OFFICE, OR LINE-SUPERVISORS OF A GIVEN AGENCY COMPONENT. ALSO, LIMITED USE OF THE SPECIAL MAY BE MADE TO INFORM THE MASS AUDIENCE OF SIGNIFICANT DEVELOPMENTS WHICH, DUE TO DEADLINE FACTORS, WERE NOT PUBLISHED IN THE REGULAR MONTHLY OTR BULLETIN. THIS SPECIAL BULLETIN IS CHARACTERIZED BY HIGH-SPEED DISSEMINATION; ITS DISTRIBUTION PATTERN ALWAYS IS DICTATED BY THE NATURE OF THE INFORMATION AND COMPOSITION OF THE AUDIENCE TO BE SERVED.

OTR MANUAL: THE CONCEPT OF A STANDARD MANUAL COVER FOR OTR'S VARIETY OF PUBLICATIONS, MOST OF THEM PRODUCED BY THE VARIOUS SCHOOLS, WAS INTRODUCED BY DTR DURING 1957. FOR EFFICIENCY IN IDENTIFICATION, HANDLING, AND USE, THIS CONCEPTUAL APPROACH WAS DESIGNED TO DISPLACE THE PREVIOUS MÉLANGE OF DIFFERING SHAPES, SIZES, AND SIGHTS, AND IS APPLIED TO WORKS CONSISTING OF SEVERAL TO SEVERAL HUNDRED PAGES. OTR MANUAL PUBLICATIONS, SIX OF WHICH THUS FAR HAVE BEEN PRODUCED, ARE GOVERNED BY INDIVIDUALLY-DESIGNED DISTRIBUTION PATTERNS, AND ARE LIMITED TO USE IN HEADQUARTERS.

OTR POSTER: THIS POSTER LISTS ONLY NON-SENSITIVE CLASSES SCHEDULED DURING THE COMING 60 DAYS. IN DCI, DD/C, DD/I, AND DD/S IT IS DIRECTLY DISTRIBUTED TO, AND POSTED ON EMPLOYEE BULLETIN BOARDS EACH MONTH BY, COMPONENT TRAINING OFFICERS. IN DD/P COPIES ARE DELIVERED IN BULK TO A CENTRAL POINT, AND POSTING THEREFROM IS GOVERNED EXCLUSIVELY BY THAT OFFICE.

AS A CIA EMPLOYEE, YOU REGULARLY ARE INFORMED BY THE INFORMATION MEDIA DESCRIBED ABOVE, MOST OF WHICH YOU ROUTINELY RECEIVE THROUGH THE AGENCY'S SUPERVISORY NETWORK. WHERE SERVICE, FOR SOME REASON, IS LESS THAN SATISFACTORY, PLEASE DIRECT IMMEDIATE INQUIRIES TO THE APPROPRIATE SUPERVISOR OR TRAINING OFFICER. IT IS THROUGH THEIR INTEREST AND EFFORT THAT THE OTR INTRA-AGENCY INFORMATION SYSTEM MOST EFFECTIVELY SERVES YOU.

IN DECEMBER, 1957, AGAIN ADDRESSING THE ANNUAL ASSEMBLAGE OF OTR'S PERSONNEL, GENERAL CABELL HAD THIS TO SAY:

"LAST YEAR PROVIDED ME AN OPPORTUNITY TO TALK TO YOU ABOUT THE CHALLENGE EACH OF YOU HAS IN YOUR DUTIES WITH THE OFFICE OF TRAINING. I SUGGESTED THAT YOU ACCEPT THE MISSIONARY TASK OF GETTING THE WORD TO OTHER AGENCY EMPLOYEES ABOUT TRAINING OPPORTUNITIES. I AM HAPPY TO NOTE THAT YOU HAVE MADE CONSIDERABLE PROGRESS IN DOING JUST THIS DURING THE PAST YEAR.

"YOUR BULLETIN IS GETTING A WIDE DISTRIBUTION.....IT APPEARS THAT YOUR BULLETIN INCREASINGLY IS BEING READ AND RELIED UPON BY AGENCY PEOPLE."

THE OFFICE OF TRAINING, DURING THIS PRESENT YEAR, WILL CONTINUE ITS EFFORTS TO MAINTAIN AND IMPROVE EACH PART OF ITS INFORMATION SYSTEM.



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# REGISTRAR'S REMINDERS

For information regarding courses and registration procedures, read your office copy of the OTR Catalog and your OTR Bulletin, and consult your Training Officer. To register in a course, secure the approval and sponsorship of your supervisor. OTR registration deadline and course dates follow. [Please check with your Training Officer regarding his special deadlines for application]:

|         | <u>COURSE TITLE</u>   | <u>CODE</u>          | <u>APPLY BY</u> | <u>DURATION</u>                               |
|---------|---|----------------------|-----------------|---|
|         | Intelligence Orientation<br>(R & S Auditorium)                                    | B-3                  | 7 Apr           | 14 Apr - 9 May                                |
| 25X1A6d | Administrative, Procedures<br>(136, [REDACTED])                                   | B-4                  | 7 Apr           | 14 Apr - 2 May                                |
| 25X1A6d | (See your OTR Catalog)<br>(136, [REDACTED])                                       | B-5                  | 5 May           | 12 May - 13 Jun                               |
|         | Introduction to Supervision (GS 9-11)   |                      |                 | * 21 Apr - 25 Apr<br>(was 17 Feb -<br>21 Feb) |
| 25X1A6d | Basic Supervision<br>(0830 - 1230 Hours, Daily)<br>(155, [REDACTED])              | B-7                  |                 |   |
|         | (GS 5-7)  |                      | 2 Jun           | 9 Jun - 20 Jun                                |
|         | (GS 9-11)   |                      | 21 Apr          | 28 Apr - 9 May                                |
|         | (GS 12-14)  |                      | 24 Mar          | 31 Mar - 11 Apr                               |
| 25X1A6d | Basic Management<br>(0830 - 1230 Hours, Daily)<br>(155, [REDACTED])               | B-8                  |                 |   |
|         | (GS 11-13)  |                      | 9 Jun           | 16 Jun - 27 Jun                               |
|         | (GS 12-14)  |                      | 7 Apr           | 14 Apr - 25 Apr                               |
|         | (GS 13-15)  |                      | 5 May           | 12 May - 23 May                               |
|         | Clerical Refresher Program<br>(Hours to be arranged)<br>(Room 508, 1016 16th St.) | B-12<br>thru<br>B-19 | 14 Apr          | 21 Apr - 16 May                               |

Pre-testing for the Clerical Refresher Program is scheduled for 17 April 1958, in Room 508, 1016 16th Street as follows:  
 0900 - 1000 Typing      0930 - 1100 Shorthand      1100 - 1200 English Usage

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| <u>COURSE TITLE</u>  | <u>CODE</u> | <u>APPLY BY</u>                   | <u>DURATION</u> |
|--|-------------|-----------------------------------|-----------------|
| Instructional Techniques<br>(2011 R & S)   | B-20        | 10 Mar                            | 17 Mar - 21 Mar |
| Dependents' Briefing<br>(117 Central Building)   | B-23        | (See your<br>Training<br>Officer) | 1 Apr - 2 Apr   |
| Budget & Finance Procedures<br>(149, [REDACTED])   | B-25        | 12 May                            | 19 May - 30 May |
| Party Organization and<br>Operations<br>(0830 - 1230 Hours, Daily)<br>(2202 Alcott)                                  | C-2         | 24 Mar                            | 31 Mar - 25 Apr |
| Intelligence Techniques<br>(2027 R & S)  | I-1         | 24 Mar                            | 31 Mar - 25 Apr |
| Conference Leadership<br>(0930 - 1130 Hours, Mon. & Wed.)<br>(2027 R & S)  | I-3         | 14 Apr                            | 21 Apr - 30 May |
| Writing Workshop<br>(0900 - 1200 Hours,<br>1st Wk: Mon., Tues., Thurs.<br>Last 3 Wks: Tues., Thurs.)<br>(2026 R & S) | I-6         | 28 Apr                            | 5 May - 30 May  |
| Reading Techniques<br>(Hours to be arranged)<br>(2502 Quarters Eye)  | I-7         | 17 Mar                            | 24 Mar - 18 Apr |
| Reading Techniques -<br>Executive (Workshop)<br>(Hours to be arranged)<br>(2502 Quarters Eye)                        |             | 31 Mar                            | 7 Apr - 18 Apr  |
| Intelligence Research (Maps)<br>(0900 - 1200, Mon., Wed., Fri.)<br>(2029 R & S)                                      | I-12        | 7 Apr                             | 14 Apr - 2 May  |

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| <u>COURSE TITLE</u>   | <u>CODE</u>           | <u>APPLY BY</u> | <u>DURATION</u>                               |
|---|-----------------------|-----------------|---|
| ("O" course titles are listed only in the <u>Clandestine Services</u> edition of the <u>OTR Catalog</u> ) | 0-1                   | 11 Aug          | 25 Aug - 19 Dec                               |
|   | 0-2                   | 14 Apr          | 28 Apr - 6 Jun                                |
|   | 0-4                   | 31 Mar          | 7 Apr - 25 Apr                                |
|   | 0-6                   | 21 Apr          | 28 Apr - 23 May                               |
|   | 0-8                   | 17 Mar          | 24 Mar - 11 Apr                               |
|   | 0-10                  | 19 May          | * 26 May - 13 Jun<br>(was 12 May -<br>30 May) |
|   | 0-12<br>(See<br>T-22) | 4 Apr           | 21 Apr - 16 May                               |
|   | 0-13                  | 14 Apr          | 21 Apr - 9 May                                |
|   | 0-15                  | 21 Apr          | 28 Apr - 16 May                               |
|   | 0-16                  | 18 Aug          | 2 Sep - 10 Oct                                |
|   | 0-17                  | 7 Apr           | 21 Apr - 16 May                               |
|   | 0-24                  | 5 May           | * 19 May - 13 Jun<br>(was 24 Mar -<br>18 Apr) |
|   | 0-25                  | 31 Mar          | 7 Apr - 25 Apr                                |
|   | 0-27                  | 28 Apr          | 5 May - 16 May                                |
|   | 0-28                  | 10 Mar          | 17 Mar - 21 Mar                               |
|   | 0-29                  | 24 Mar          | 31 Mar - 18 Apr                               |
| 0-30  | 24 Mar                | 7 Apr - 2 May   |   |

\* PLEASE BE SURE TO MAKE THESE CHANGES ON THE LONG-TERM SCHEDULE OF COURSES

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AREA TRAINING

Applications for Area and Part-Time Language Training must be submitted to the Registrar, Office of Training, at least two weeks prior to the starting date of the course.

| <u>CODE</u> | <u>COURSE TITLE</u>   | <u>APPLY BY</u> | <u>DURATION</u>                                |
|-------------|---|-----------------|--|
| 438         | Hungary - BCS<br>(0900-1230 hours, Tues & Thurs)  | Mar 18          | Apr 1 - June 5                                 |
| 132         | Japan - BCS<br>(1400-1630 hours, Mon, Wed, Fri)   | Apr 4           | *Apr 14 - June 20<br>(Formerly Mar 10)         |
| 435         | Germany - IL/AS<br>(See <u>Full-Time Language Training:</u><br><u>German Intermediate RSW</u> ) | Immediately     | *Mar 31 - June 6<br>(Not previously scheduled) |
| 132         | Japan - IL/AS<br>(Mon, Wed, Fri)  | Apr 4           | *Apr 14 - June 20<br>(Formerly Mar 10)         |

VOLUNTARY LANGUAGE TRAINING PROGRAM

(Non-Duty-Hour)

|   |        |                |
|---|--------|----------------|
| Any language for which a minimum of five (5) people apply | Apr 11 | May 5 - Aug 15 |
|---|--------|----------------|

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PART-TIME LANGUAGE TRAINING

| <u>CODE</u> | <u>COURSE TITLE</u>   | <u>APPLY BY</u> | <u>DURATION</u>               |
|-------------|---|-----------------|-------------------------------|
| 265         | French Basic Reading<br>(2 2-hour classes per week)                 | Mar 24          | Apr 7 - June 13               |
| 265         | French Basic Speaking<br>(2 class hours daily)                      | Mar 24          | Apr 7 - Aug 22                |
| 265         | French Intermediate Speaking<br>(3 2-hour classes per week)         | Mar 24          | Apr 7 - June 13               |
| 283         | German Basic Reading<br>(3 2-hour classes per week)                 | Mar 24          | Apr 7 - Aug 22                |
| 283         | German Workshop - Reading<br>(1 1-hour & 1 3-hour classes per week) | Mar 24          | Apr 7 - June 13               |
| 283         | German Basic Speaking   | - - -           | Apr 7 - Aug 22<br>(CANCELLED) |
| 283         | German Intermediate Speaking<br>(3 2-hour classes per week)         | Mar 24          | Apr 7 - June 13               |
| 373         | Italian Basic Reading<br>(2 2-hour classes per week)                | Mar 24          | Apr 7 - June 13               |
| 373         | Italian Basic Speaking<br>(2 class hours daily)                     | Mar 24          | Apr 7 - Aug 22                |
| 373         | Italian Intermediate Speaking<br>(3 2-hour classes per week)        | Mar 24          | Apr 7 - June 13               |
| 630         | Portuguese Basic Reading<br>(2 2-hour classes per week)             | Mar 24          | Apr 7 - June 13               |
| 648         | Rumanian Basic Reading<br>(2 2-hour classes per week)               | Mar 24          | Apr 7 - June 13               |
| 648         | Rumanian Basic Speaking<br>(2 class hours daily)                    | Mar 24          | Apr 7 - Aug 22                |
| 654         | Russian Familiarization<br>(1500-1700 hours, Wed)                   | Mar 24          | Apr 7 - June 13               |
| 720         | Spanish Basic Reading<br>(2 2-hour classes per week)                | Mar 24          | Apr 7 - June 13               |
| 720         | Spanish Basic Speaking<br>(2 class hours daily)                     | Mar 24          | Apr 7 - Aug 22                |
| 720         | Spanish Intermediate Speaking<br>(3 2-hour classes per week)        | Mar 24          | Apr 7 - June 13               |

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FULL-TIME LANGUAGE TRAINING

Applications for Full-Time Language courses should be submitted at least 6 weeks, and preferably 3 months, prior to the beginning dates of the courses. Qualifications of all applicants are considered by OTR Qualifications Review and Placement Panels prior to approval for training. Most of the following courses appear on the Long-Term Course Schedule contained in your OTR CATALOG.

| <u>CODE</u> | <u>COURSE TITLE</u>     | <u>APPLY BY</u> | <u>DURATION</u>                       |
|-------------|-------------------------|-----------------|---------------------------------------|
| 205         | Czech Basic RSW         | Immediately     | Apr 7 - Mar 6, 1959                   |
| 265         | French Basic RSW        | Immediately     | Apr 7 - Aug 22                        |
| 283         | German Basic RSW        | Immediately     | Apr 7 - Aug 22                        |
| 373         | Italian Basic RSW       | Immediately     | Apr 7 - Aug 22                        |
| 648         | Rumanian Basic RSW      | Immediately     | Apr 7 - Aug 22                        |
| 720         | Spanish Basic RSW       | Immediately     | Apr 7 - Aug 22                        |
| 283         | German Intermediate RSW | Immediately     | *Mar 31 - May 23<br>(Formerly Mar 10) |

\*PLEASE MAKE THESE CHANGES ON THE LONG-TERM SCHEDULE (FOLD-OUT CHARTS) IN THE BACK OF YOUR OFFICE COPY OF THE OTR CATALOG.

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# OTR AND AGENCY TRAINING OFFICER DIRECTORIES

## OFFICE OF TRAINING

|  |               | <u>EXT.</u> | <u>ROOM &amp; BUILDING</u> |       |
|--|---------------|-------------|----------------------------|-------|
| DIRECTOR OF TRAINING                         | MATTHEW BAIRD | 3521        | 11, [REDACTED]             | 25X1A |
| DEPUTY DIRECTOR OF TRAINING                  | [REDACTED]    | 3521        | 11, [REDACTED]             | 25X1A |
| PLANS AND POLICY STAFF                       | [REDACTED]    | 3531        | 4, [REDACTED]              |       |
| SUPPORT STAFF                                | [REDACTED]    | 3732        | 8, [REDACTED]              |       |
| ASSESSMENT & EVAL. STAFF                     | [REDACTED]    | 8307        | 1331A, R & S               |       |
| JUNIOR OFFICER TNG. PROGRAM                  | [REDACTED]    | 3514        | 2518, QTRS. EYE            |       |
| INTELLIGENCE SCHOOL                          | [REDACTED]    | 3832        | 2009, R & S                |       |
| SCHOOL OF INTERNATIONAL COMMUNISM & THE USSR | [REDACTED]    | 2428        | 2204, ALCOTT               |       |
| OPERATIONS SCHOOL                            | [REDACTED]    | 3102        | 201C, [REDACTED]           | 25X1A |
| LANGUAGE & AREA SCHOOL                       | [REDACTED]    | 8015        | 2129, EYE                  |       |
| PROFICIENCY TESTING                          | [REDACTED]    | 4640        | 2822, QTRS. EYE            |       |
| EASTERN STUDIES                              | [REDACTED]    | 3275        | 1928, QTRS. EYE            |       |
| WESTERN STUDIES                              | [REDACTED]    | 4437        | 2129, EYE                  |       |
| REGISTRAR                                    | [REDACTED]    | 4005        | 2603, QTRS. EYE            |       |
| DEPUTY REGISTRAR                             | [REDACTED]    | 4005        | 2604, QTRS. EYE            |       |
| INTERNAL REGISTRATION                        | [REDACTED]    | 8272        | 2606, QTRS. EYE            |       |
| EXTERNAL PROCESSING                          | [REDACTED]    | 3731        | 2-90, QTRS. EYE            |       |
| EDITOR - <u>OTR BULLETIN</u>                 | [REDACTED]    | 4625        | 2611, QTRS. EYE            |       |
| INFORMATION & RECORDS                        | [REDACTED]    | 4625        | 2605, QTRS. EYE            |       |
| VOLUNTARY LANG. TNG. & LANGUAGE AWARDS       | [REDACTED]    | 4625        | 2605, QTRS. EYE            |       |

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DD/I TRAINING OFFICERS

SPECIAL ASST. FOR DD/I

641 347, ADMIN

25X1A

O/DDI

703 354, ADMIN

OCR

2628 350 26TH ST.

ORR

2413 1003, M

4533 1007, M

ONE

552 105, ADMIN

OCI

749 2052, Q

2650 2052, Q

OSI

8326 1713, BARTON

OBI

4217 126, [REDACTED]

25X1A

OO

795 402, 1717 H ST.

2265 523, 1717 H ST.

CONTACT  
SOVMAT

2993 410, 1717 H ST.

2926 414, 1717 H ST.

STATSPEC

FDD

586 2021, [REDACTED]

3016 2029, [REDACTED]

25X1A

SPECIAL ASST. FOR DD/S

2228 222, EAST

AUDIT

2247 1133, EYE

MANAGEMENT

4183 565, 1717 H ST.

MEDICAL

3348 1303, J

COMMUNICATIONS

2976 2308, EYE

COMPTROLLER

4454 1039, ALCOTT

LOGISTICS

4134 2c-49, QTRS. EYE

PERSONNEL

4353 2602, CURIE

SECURITY

8151 2514, EYE

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# Public Notice

**L**et us not be satisfied with our security, to be lulled into a false sense of security by the lack of spectacular happenings is desired by the enemy. Neglect and sabotage are blood brothers.

**W**e are likened as sugar and the enemy as flies, for our attraction is great if our vigilance is constant, the flies will find their sugar has turned to salt.

Valley Forge - 1779