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Memorandum

CONFIDENTIAL

TO : Director of Training

DATE: 16 January 1964

FROM : Registrar, TR

SUBJECT: Weekly Activities Report No. 2
8 - 14 January 1964

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I. SIGNIFICANT ITEMS

None

II. OTHERS

A. I had some mixed feelings on briefing DDS. At times I felt that he was outwardly looking at what I was presenting but inwardly concentrating on some subject-matter of more immediate concern than the Registrar Staff. Yet he clearly announced - when I had finished a 40 minute presentation - that "these charts and comments were exactly what I wanted." Further, he stated as we departed that he need not retain the charts knowing that I was following such matters as these over a period of years and would have them available if needed. The time of day is conducive to yawning; he suppressed all but a tiny one!

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I was very favorably impressed by the rapidity with which [redacted] released a Memo for the Record summarizing the Registrar Staff briefing given to Colonel White and others present at the time. I was less favorably impressed by the reportorial inaccuracy or incompleteness of the summary. To set the record straight:

Reported: "The Registrar reported an average weekly enrollment of 416 trainees during Fiscal Year 1963."

RS Version: The Registrar reported an average weekly enrollment of 416 trainees during calendar year 1963. He also pointed out that this "average" excluded all black training, all clerical induction training, and all briefings of the OTR Orientation and Briefing Officer; in addition, to show the seasonal variations all VLTP was omitted from the chart too. With or without the exclusions, calendar year 1963 exceeded all previous years in number of students enrolled.

set record straight for W

Reported: "About 12,000 requests for external training are processed by the Registrar each year."

RS Version: The Registrar predicted that the cumulative number of requests logged in from 1 January 1953 will reach 12,000 by May 1964. Requests are being received at a faster rate in re-

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cent years, and will reach a peak of 2,500 in FY '64.

W { Reported: "Ninety-four percent of the people who submit training requests, therefore, follow through and take some course."

RS Version: I reported to Colonel White that a survey made by OTR six years ago showed that 6% of the requests which reached OTR were disapproved or withdrawn (also 85% honored as received, 9% honored after changes made by OTR). There are numerous disapprovals of training requests by Career Boards, Supervisors, and Office Heads that never reach OTR.

Reported: "Colonel White suggested that the Office of Training look into the feasibility of including at least a day or two of orientation by the School of International Communism."

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RS Version: This may be a true statement, for [redacted] and I were not in a position to take notes at this time. However, each of us recollects that the time-period proposed by DDS was much less than "a day or two." I recommend that this point be clarified when [redacted] appears for a briefing.

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B. Although I had reported on my attendance at the Inter-agency Advisory Group session during last week's OTR Staff Meeting, some of the topics covered are briefly repeated here for record purposes:

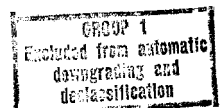
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1. Summer Employment - Warren Irons recommended against planning for summer employees this year, in view of the economy squeeze. If there is any summer hiring at all, apportionment would control throughout the standard metropolitan area here. Excluded from these limitations are the postal field service, the undergraduate authority, and engineering trainees. (All of the foregoing was passed on to [redacted] upon my return from the IAG meeting. Harry, in turn, told me that OP had about decided that a.m. to discontinue the summer employee practice within the Agency in 1964).

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2. Kings Point Executive Seminar Center - Three or four members of a committee reported on their visit of December 1963 to the Kings Point Academy. Principal spokesman was [redacted]. None of the comments were of curricular matters (except the indirect mention that some of the college professors were being

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asked to use governmental examples -- instead of business or industry -- hereafter). Considerable talk centered on the physical facilities.

Because of economy and ceiling, Mr. Irons announced the CSC decision to defer opening of the other two centers.

It was agreed by all present that a uniform per diem of \$2.50 per student day could, and would, be adhered to so as to eliminate gross disparities in per diem allowances ranging from \$1.00 to \$16.00. (Our previous position had been \$3.00).

3. Reports on Super-Grade Employees - The Federal Personnel Manual requires some reporting details by 15 January. CIA is excepted from the FPM reporting requirement.

4. Union Dues - Warren Irons queried attendees about problems in collecting union dues. Two or three representatives reported incidents involving considerable disagreement with labor officials on the mechanics of dues collection.

It is my understanding that the Director of Personnel customarily receives a CSC version of what transpired at this meeting.

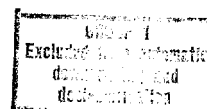
C. I have been notified by J. Kenneth Mulligan, Chairman of the Committee on Interagency Training Programs, that our next meeting will be held in CSC's Conference Room on Tuesday afternoon, 21 January. The three-hour agenda is to include discussion of:

Interagency Training Programs Bulletins
Distribution of Announcements and Acceptance of
Nominations
Significant Agency Developments
OCD Program Directors' Reports
Use of OCD Nomination Cards by Agencies

The "OCD" in the topics above refers to the Commission's Office of Career Development; Mulligan is its Director.

D. The master Agency Training Record, complete and updated as of 31 December 1963, is now in the process of computer preparation. Marcella and Wendell met with [REDACTED] on Monday to determine the specific features of the reports to be produced at this time. The basic roster of individual training, two variant machine runs showing training by component and by course, and two special reports

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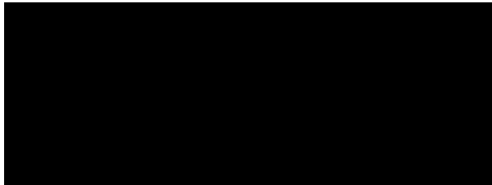
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requested by non-OTR users of ATR data will be delivered to the Registrar Staff within the next 3 to 5 days.

It has been indicated to us that after this printing of the Agency Training Record, the Medical Staff will propose withdrawal of its automatic data processing support to the Registrar Staff. This development is not unexpected; in fact, it is in line, we believe, with agreements made at the time the A & E Staff was transferred out of OTR. It does mean, however, that henceforth we must look directly to the Office of Computer Services for programming, systems planning, and other necessary ADP support.

E. OTR has not yet received any formal nominations for NIPA Career Education Awards for the 1964-65 academic year. However, a telephonic check yesterday with Senior Training Officers revealed that there is interest in the program and Directorates are preparing papers for sponsorship of candidates in the following numbers: DDI - 1; DDS&T - 1; DDP - 0; DDS - 2. Senior Training Officers were reminded that central screening of recommendations and final selection of nominees for Agency endorsement to the National Institute of Public Affairs must be accomplished before 1 February.

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Attachments:

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