

OPTIONAL FORM NO. 104

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UNITED STATES GOVERNMENT

# Memorandum CONFIDENTIAL

TO : Director of Training

DATE: 10 May 1965

FROM : Registrar, TR

SUBJECT: Weekly Activities Report No. 10  
26 April - 7 May 1965

I. SIGNIFICANT ITEMS

None

25 YEAR RE-REVIEW

II. OTHERS

A. [redacted] presently working in the retiree placement section of the Recruitment and Retiree Placement Division, OP, solicited our assistance in establishing liaison with the [redacted]

[redacted] His objective, in accordance with plans evolved by [redacted] is to ascertain whether any possibilities exist for placement of highly qualified professional Agency retirees in instructional or research positions with these institutions on either a staff or consultant basis. We provided [redacted] with names, telephone numbers, and suggested approaches for making contact with the two [redacted]

B. A memorandum has been addressed to all Senior Training Officers calling attention to the Brookings General Administrative and Science Conferences scheduled for FY 1966. Addressees were asked to give early consideration to the question of participation in these conferences and to forward nominations, with detailed supporting information, to the Training Selection Board by 25 June 1965. We must get Agency nominations for all six conferences in to the Brookings Institution by 2 August.

C. [redacted] furnished us a copy of his letter of appointment as a Federal Executive Fellow at the Center for Advanced Study of the Brookings Institution. His fellowship appointment is for a period of one year, beginning 1 July 1965, and his research work will be conducted under the supervision of Fordyce Luikart. [redacted] fellowship project is all set except for the somewhat belated concern on the part of WE Division about the delicacy of [redacted] relationships and the question of whether it is entirely suitable [redacted] to be stationed PCS [redacted] while pursuing his research [redacted]

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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has sent a cable [redacted] asking that the proposal be presented to our Ambassador for approval.

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4. [redacted] BPAM, attended a course at the PERT Orientation and Training Center (POTC). As a result he felt that it would be useful for others on the BPAM Staff to be briefed on PERT, and Mr. John Clarke asked [redacted] to arrange an orientation. [redacted] has contacted [redacted] Director, POTC, and either [redacted] or another instructor from POTC will conduct a three-hour orientation for 10-15 senior people on the BPAM Staff. It will probably be held in the BPAM conference room, 6-E-1313 Headquarters Building.

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[redacted] called 6 May to let OTR know about the plans BPAM is making for the orientation and to see what coordination is needed with OTR. We asked him to send a memorandum to the Director of Training, through the Registrar, describing the orientation and stating the reason for having it.

III. PERSONNEL

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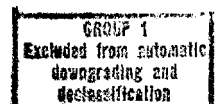
[redacted] has departed on two weeks annual leave, a portion of which time will be devoted to her marriage and honeymoon. Last Friday the members of the Registrar Staff halted work for a brief period to present Dorothy a wedding gift and extend felicitations.

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Attachments:



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UNITED STATES GOVERNMENT

# Memorandum

TO : Registrar/TR

DATE: 10 May 1965

FROM : C/AIB/RS/TR

SUBJECT: Biweekly Activities Report No. 10  
26 April - 7 May 1965

I. SIGNIFICANT ITEMS

None

II. OTHERS

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A. Senior Management Seminar: After having been down to 32, phone calls to the STO's brought enrollment in the course up to 37, [redacted] A/DCI, taking action to fill the quota of 3 established for that Office by the Executive Director-Comptroller. 25X1

[Large redacted area]

C. OFC Briefing: TO's of the non-CTs have been notified to send their employees to the Security and Administrative briefing to be given Thursday, 13 May, at 1100 hours. CTs will be notified directly by CTP/TR. [redacted] will do the briefing [redacted] TR plans to be there. 25X1

Except for the briefings for OFC and OC, Bob [redacted] will now do the others that are required for such courses as [redacted] 25X1

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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SUBJECT: Biweekly Activities Report No. 10 (cont.)

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*Did this  
go thru me?*

D. ADP Requirements of OTR: What OTR expects to do for the FYs 1965 through 1970 in the way of refining current projects or in setting up new applications for automatic data processing was contained in a reply of 7 May 1965 from AR/TR to [redacted] SA/DDS. The prospects of any new undertakings in OTR were discussed with C/PPS and C/IS/OTR. The information given [redacted] was in response to his memorandum for the Directors in the DDS, dated 27 April 1965.

E. OTR Registration Statistics: Beginning Wednesday, 28 April, all TO's became recipients of the weekly status quo report, based on a six-week projection of OTR's courses. The report was an attachment to a memo of explanation in which TO's were invited to comment on their getting this information. Two have; both favorable.

F. DDI's International Conference: All details for OTR's vacating Rooms 1A-07 and 1A-13 to allow for DDI preparation for the International Conference on China (week of 17 May) have been worked out among HT/OS, OL's Planning Staff, the SA/DDI and various others within OTR.

G. Publications: Special Bulletin 11-65 on Orientation for Overseas is at the printers. The text includes the guidelines for attendance.

Senior Officer Schools brochure has been distributed to all TO's, to Chiefs of Schools and Staffs, OTR, and to individual requestors. [redacted] has additional copies for members of the TSB, who did not come under the TO distribution. 25X1

The Special Bulletins of announcement of the Anti-Communist Ops Course, particularly the Non-Agency presentations, brought excellent response. The class was the largest in some while; attendance at the presentations went well over expectations.

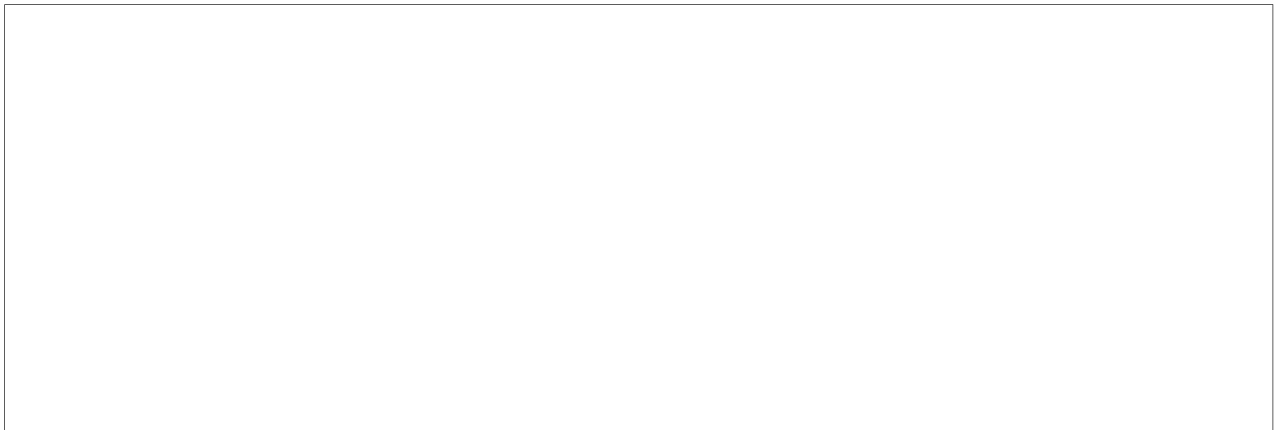
Publication of the OTR Bulletin April-May issue, was a week later than scheduled by PSD. [redacted] offered apologies based on PSD's having its allowed overtime cut. 25X1

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SUBJECT: Biweekly Activities Report No. 10 (cont.)

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I. ADP Briefing: [redacted] of OCI was referred to [redacted] OCR, as a focal point for Betty's arranging for one or two briefings on ADP for senior officers in OCI. Betty's inquiry to us concerned OTR's capability to present a very short briefing on the elementary principals and workings of ADP. The general idea was to present a "thumb-nail" summary of the whys and wherefores of data processing; nothing technical; nothing detailed; just something that would give these busy men some information to help them understand when others communicate with them about ADP. 25X1

J. FY 1966 dates and CIA's quotas at TSB-action-required-courses or programs, were sent [redacted] STO/DDS, in response to his telephone request. He plans to use the information in a memo to DDS Offices in which he will ask for nominations to the programs. 25X1

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K. ASTD Program on Employee Development: [redacted] of OTR are registered for the Institute on "Introduction to Employee Development," which is sponsored by the American Society for Training and Development and which meets on four Tuesday evenings in May at the IBM Education Center. In R/TR's absence, [redacted] attended the first session on 4 May. She plans to report orally of the general coverage but briefly, members of a panel reviewed the policies, applicability, and general provisions of the Government Employees Training Act. Nancy evaluated the first session as excellent. 25X1

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SUBJECT: Biweekly Activities Report No. 10 (cont.)

L. OTR (Internal) Attendance for Week of:

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III. PERSONNEL

25X1 [redacted] has returned to work after a week's absence due to a severe virus.

25X1 [redacted] reports she is recovering well from an emergency appendectomy, performed Monday, 26 April. She may return to work this week.

25X1 Arrangements for [redacted] presently assigned to the PO/TR, and scheduled to fill [redacted] position, to come on duty with the Branch will be worked out with PO/TR. We will want to allow sufficient time for Pat to learn the fundamentals of [redacted] work. Lola will retire as of Friday, 4 June.

25X1 [redacted] are attending the Intermediate Writing Workshop, scheduled to end Wednesday, 12 May.

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