

UNITED STATES GOVERNMENT

Memorandum

CONFIDENTIAL

TO : Director of Training

DATE: 12 April 1965

FROM : Registrar, TR

SUBJECT: Weekly Activities Report No. 8
29 March - 9 April 1965

I. SIGNIFICANT ITEMS

None

25 YEAR RE-REVIEW

II. OTHERS

A. Career Preference Outlines prepared by members of the Registrar Staff were submitted to the Secretary, Training Career Board, on 7 April 1965. A summary of training completed by employees of this Staff during the past year was presented simultaneously.

25X1

C. In compliance with formal instructions from DTR, budget estimates for Registrar Staff operations in FY 1967 were submitted on 9 April 1965 to Chief, Budget and Fiscal Branch, Support Staff. Because of the Registrar Staff's special concern with external training, a separate set of budget estimates was submitted for this activity.

D. Students returning from the Evaluating Document and Retrieval Systems Course given by the Center for Information Resources were very complimentary in their critiques of the Course. Because of this, OCR has contracted with Mr. Saul Herner, the Course Administrator, for a one-day presentation at Langley for

25X1

CONFIDENTIAL

~~SECRET~~

GROUP 1
Excluded from automatic
downgrading and
declassification

~~SECRET~~

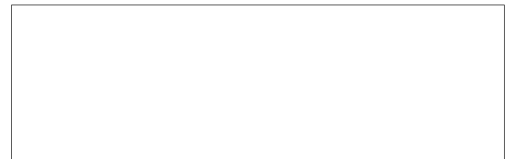
Weekly Activities Report No. 8
29 March - 9 April 1965

25X1 Senior OCR Management Personnel and other interested Agency officers. The one-day presentation will attempt to incorporate the significant lectures of the course. We have arranged for [redacted] to attend. The cost to OCR of the one-day session is \$300.

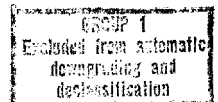
25X1 E. During this reporting period the Registrar has begun a series of get acquainted visits. On 30 March he visited the College of General Studies, George Washington University. Escorted by Mr. Mike Jessup, who is our contact for the Off-Campus program, he met several of the G. W. officials with whom he discussed the Off-Campus program and was given a general College of General Studies orientation. Mr. Jessup returned this call a week later at which time further discussion of the Off-Campus program took place. On 1 April, the Registrar paid a get-acquainted call to Colonel Robert Bellingsly, Executive Officer and Secretary of the Industrial College. He met other members of the ICAF Admin Staff at that time. The Registrar returned to ICAF on 9 April to discuss with Col. Bellingsly a problem [redacted] concerning one of our nominees for the 1965-1966 School year. The Colonel and his staff were very cordial and cooperative and they agreed to handle our student, as we requested, without reservation.

25X1

Attachment:



~~SECRET~~



SECRET

UNITED STATES GOVERNMENT

Memorandum

TO : Registrar/TR

DATE: 12 April 1965

FROM : Deputy Chief, External Training Branch, RS/TR

SUBJECT: Bi-Weekly Activities Report No. 8
29 March - 9 April 1965

1. The "on again - off again" course (Ballistic Missile Staff Familiarization Course, Vandenberg Air Force Base -- one cable from SAC cancelling the course, a second cable several days later reinstating the course, and a third cable the next week cutting the course to four days) is running again on 26 April. We have nominated [redacted] OSI. The Agency has two slots remaining in this fiscal year; one will be filled by OSI, the other by a DDI office (staff slot). On Friday the ONE Training Officer requested spaces for two members of the Board of National Estimates.

25X1

[redacted] OCI, attended the course at Vandenberg in mid-March. We quote several sentences from his report to the AD/OCI:

"It is difficult to criticize this course because it clearly accomplishes what the Air Force wants it to -- it provides at least a speaking acquaintance with US ICBM's for the company or field grade staff officer who may deal with personnel or supply but does not make his living on a combat missile crew. This course, however, cannot be considered a comprehensive treatment of missile systems and their whys and wherefores. I can only compare it to the Sandia nuclear weapons course which has somewhat the same objectives -- and Vandenberg comes off second best."

2. [redacted] OF, has been nominated for the next Army Management Course, beginning 26 April.

25X1

25X1

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification

SECRET

**SUBJECT : Bi-Weekly Activities Report No. 8
29 March - 9 April 1965**

3. Our students in the Senior Seminar in Foreign Policy, Messrs. [redacted] have returned from the domestic field trips. The class traveled to [redacted]

25X1
25X1

[redacted]

4. OSI requested that one of its nominees for the next CBR Weapons Orientation, [redacted] remain at Dugway for discussions with a meteorology group which supports BW/CW activities. A TWX was sent to the Commandant requesting these discussions.

25X1

5. With the exception of the Naval War College and The National War College, all senior officer nomination letters have been forwarded to the appropriate schools. The National War College letter is in draft. [redacted]

25X1
25X1

25X1
25X1
25X1
25X1
25X1

[redacted] was received on Friday to enroll Messrs. [redacted] [redacted] openly, [redacted] [redacted] As soon as we have the name of [redacted] [redacted] replacement, we will write the Naval War College.

We are scheduling early administrative briefings for those senior officers who are in headquarters. The Armed Forces Staff College candidates, with the exception of [redacted] will be here on 21 April at 10 a.m.

25X1

6. With reference to OL's request for an additional quota in the Logistics Management Course. Chief, ETB called [redacted] Director of Admissions at Wright-Patterson AFB, and was informed the quotas are now given out by Headquarters, USAF. C/ETB then contacted Lt. Colonel Covey, AFPTR, on 1 April. Col. Covey would give no indication on the phone whether or not the Agency would get the additional allocation. A memorandum of request has been forwarded to AFPTR.

25X1

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification

SECRET

**SUBJECT : Bi-Weekly Activities Report No. 8
29 March - 9 April 1965**

7. The [redacted] case took a new twist this week. To recapitulate: [redacted] was to be enrolled in the Central Office Maintenance Course, conducted by the Automatic Electric Company, Northlake, Illinois. TSD originally wished him to attend the 9 November course; however, the training was not requested until 20 October and it was too late [redacted] to obtain a space in this running; hence, [redacted] requested, through the JCS Focal Point Officer, a space in the 11 January course. The FPO was unable to obtain the January slot, but assured [redacted] that [redacted] would be given a space in the 17 April course. TSD then deferred his departure for Saigon. On Wednesday of last week [redacted] informed us its JCS contact had called and said [redacted] had been "bumped" from the April course.

25X1
25X1

25X1
25X1
25X1
25X1
25X1
25X1

[redacted]

25X1

8. To date we have received eight training requests for full-time training programs in the next fiscal year. A breakdown follows:

<u>Name</u>	<u>Office</u>	<u>Facility</u>
[redacted]	ORR	Univ. of Chicago
[redacted]	ORR	Columbia Univ.
[redacted]	ORR	Columbia Univ.
[redacted]	ORR	Univ. of California
[redacted]	ORR	Univ. of Maryland
[redacted]	ORR	Harvard Univ.
[redacted]	ONE	Stanford Univ.
[redacted]	ORR	Univ. of California

the NIPA applicants)

25X1

We have learned informally that OSI has submitted a training request for [redacted] to attend MIT for three years. This is presently being reviewed by Dr. Wheelon. We have also learned that NPIC is forwarding a request for Mr. Tom [redacted] to be sent PCS [redacted] for a training program

25X1
25X1

25X1
25X1

[redacted]

GROUP 1
Excluded from automatic
downgrading and
declassification

SECRET

**SUBJECT : Bi-Weekly Activities Report No. 8
29 March - 9 April 1965**

25X1

9. [redacted] and I attended an orientation at the Foreign Service Institute on 8 April. The session was chaired by Dr. Evert Little, Admissions Officer, and presentations were made by Mr. Daniel Quaid, Acting Registrar and Coding Chief, and Mrs. Barbara Morlet, who handles external registrations. The participants were training assistants from various bureaus within the Department, USIA, and AID. Mr. Quaid used a number of charts in his presentation, summarizing not only the role of FSI, but also showing statistics on numbers trained (statistics based on training requests), types of training, etc. Following the session Dr. Little was kind enough to give me copies of these charts, which I am attaching for your information. There was no formal presentation given on area training, but the attached memorandum was handed out to all present; we were also introduced to the Regional Seminar Coordinator, Mr. Barrington Miles.

W

~~We were interested in the fact that~~ FSI plans to reinstate its rapid reading course this fall. It will be open to other agencies, and the cost per student will be approximately \$45.

FSI is just beginning its coding project with the introduction of the new registration form (DS-755). Dr. Little plans to issue quarterly student enrollment reports and other agencies will be welcome to utilize these reports if they wish. (Reference Weekly No. 2, dated 18 Jan 65, C/ETB met previously with Dr. Little and Mr. Quaid on the problem of coding training for those Agency employees enrolled under cover.) The report will include: school, code, short title, name of student, grade (GS, FSO, etc.), status, agency, beginning and termination dates, course total, school total, final total, and performance rating. It was obvious from the presentation that FSI has the same type of problems as ETB, i. e., FSI's new request form is also the input document; the beginning date of training is coded but the termination date is "inputted" at the time of termination, due to the large number of withdrawals, re-schedulings, and extensions. ^{25X1}

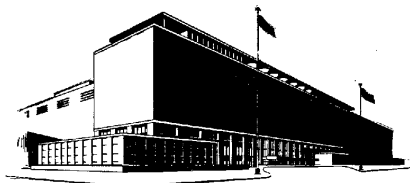


Attachments

GROUP 1
Excluded from automatic
downgrading and
declassification

SECRET

DUAL ROLES OF THE FOREIGN SERVICE INSTITUTE



**Department of State
Personnel**



**Other Government
Personnel**

ARRANGED ELSEWHERE



**OTHER GOVERNMENT
INSTITUTIONS**



**UNIVERSITIES
OTHER NON-GOV'T INSTITUTIONS**

CONDUCTED BY FSI



WASHINGTON

ABROAD



THE FSI EFFORT

(FY 1964)



WORLD WIDE

STATE  8,358

OTHER AGENCIES  8,948

Total Enrollment 17,306

	STATE	OTHER AGENCIES	TOTAL ENROLLMENT
LANGUAGE PROGRAMS	4,162	5,594	9,756
OTHER PROGRAMS	4,196	3,354	7,550

STATE ENROLLMENT OTHER THAN LANGUAGE

FY 1964

	<u>AT FSI</u>	<u>ELSEWHERE</u>	<u>TOTAL</u>
SHORT-TERM (LESS THAN 10 WEEKS)	3,196	173	3,369
LONG-TERM (12 WEEKS OR MORE)			
FULL TIME	44	80	124
PART TIME	419	284	703

Correspondence Courses ———→

Extension And Correspondence Courses ———→

STATE PROGRAMS OTHER THAN LANGUAGE

LONG-TERM FULL-TIME MAN YEARS OF TRAINING

AT FSI	FY64	FY65
MID-CAREER	6.5	7.2
SENIOR SEMINAR	12.8	11.9
TOTAL	19.3	19.1

ELSEWHERE

MILITARY COLLEGES AND SCHOOLS	30.4	28.7
Universities	26.2	40.1
TOTAL	56.6	68.8

AREA TRAINING

BOSTON
CALIFORNIA
COLUMBIA
HARVARD
INDIANA
PENNSYLVANIA
YALE
STANFORD

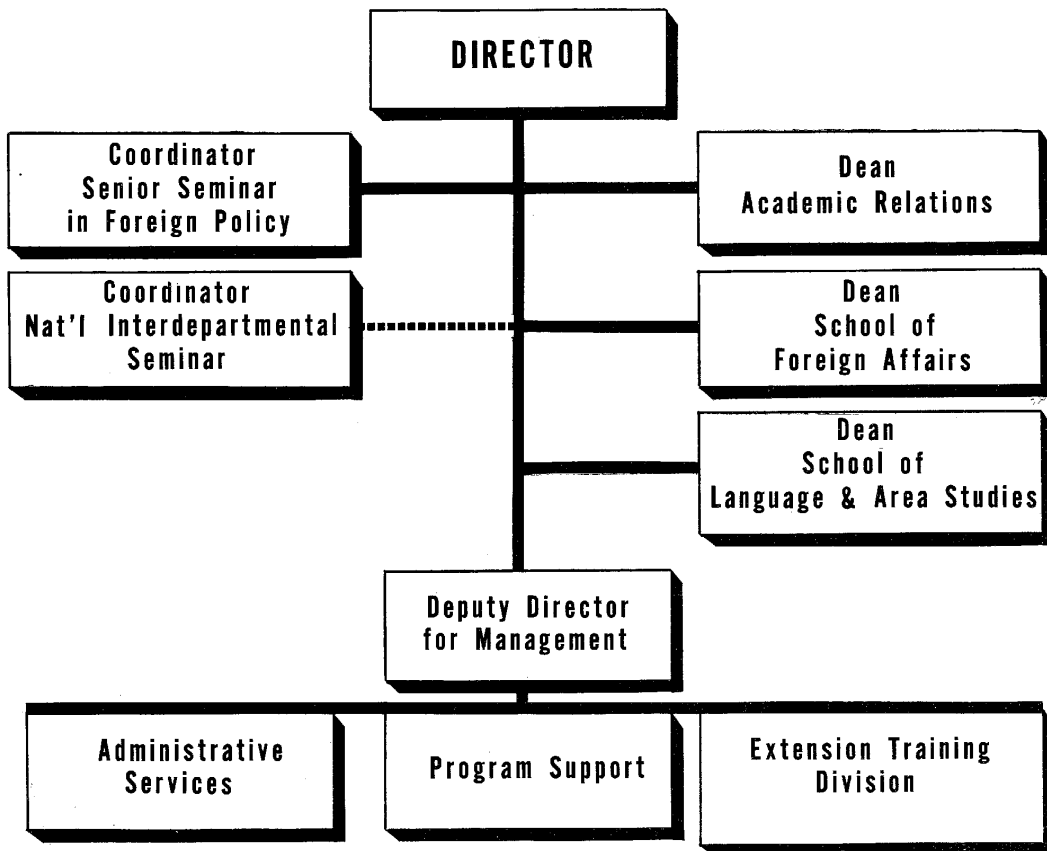
ECONOMIC TRAINING

LONDON
CALIFORNIA
COLUMBIA
FLETCHER SCHOOL OF LAW AND DIPLOMACY
HARVARD
JOHNS HOPKINS
PRINCETON
YALE

GENERAL TRAINING

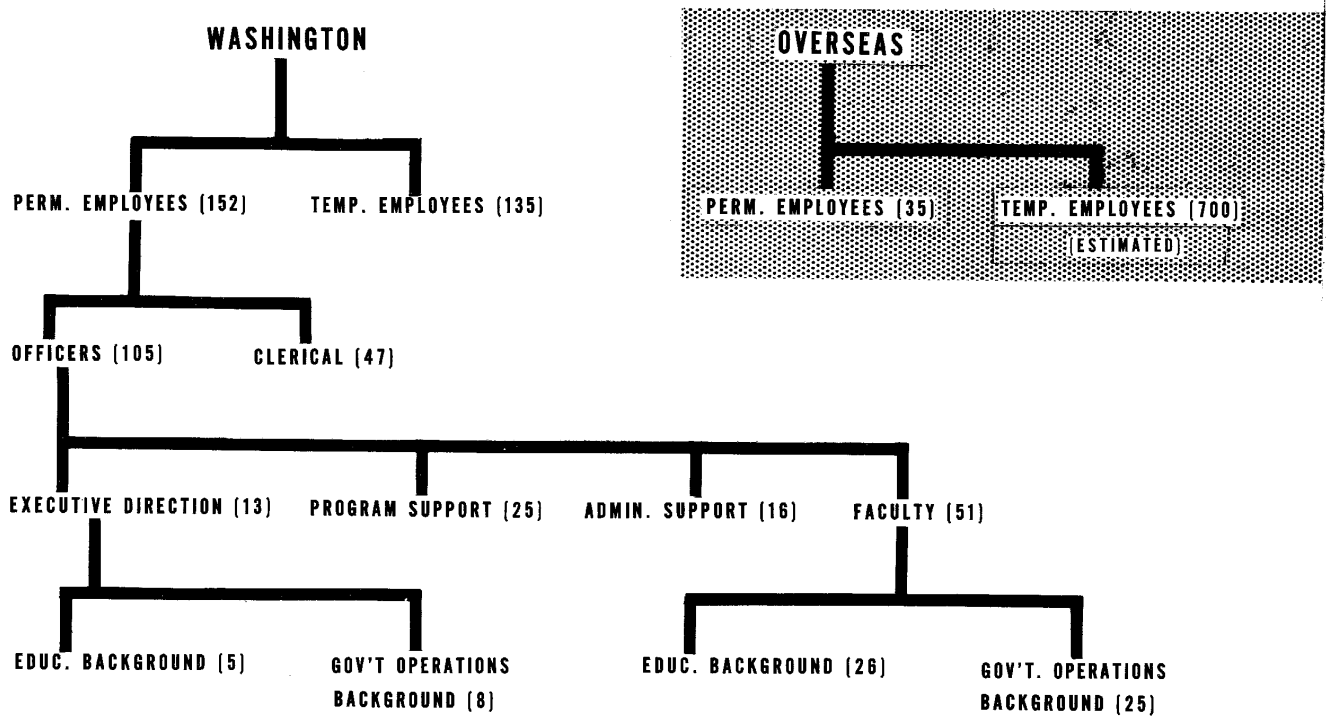
ANKARA
BROOKINGS
CALIFORNIA
CHICAGO
HARVARD
IOWA
PRINCETON
WASHINGTON

FOREIGN SERVICE INSTITUTE

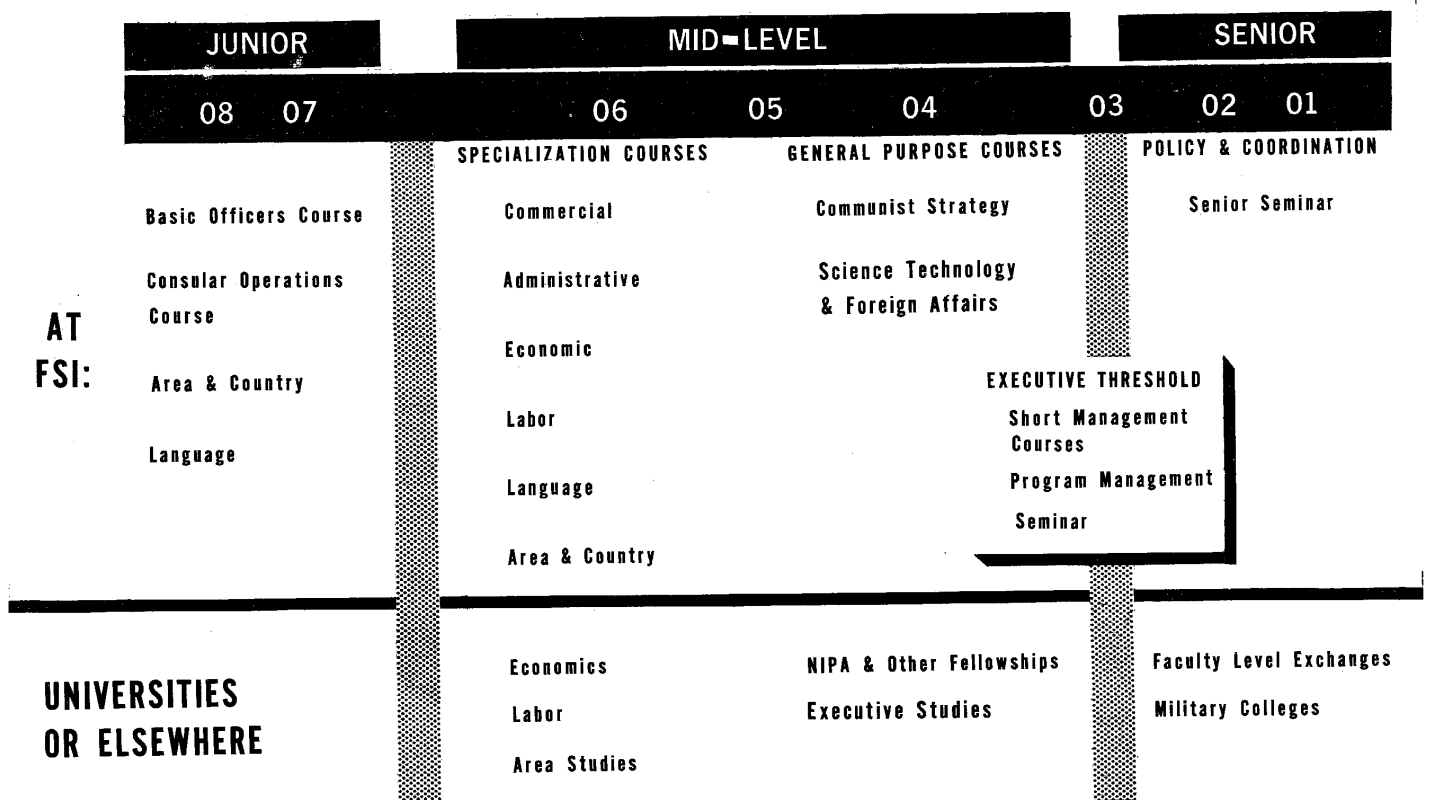


FSI FACULTY AND STAFF

(AS OF DECEMBER 31, 1964)

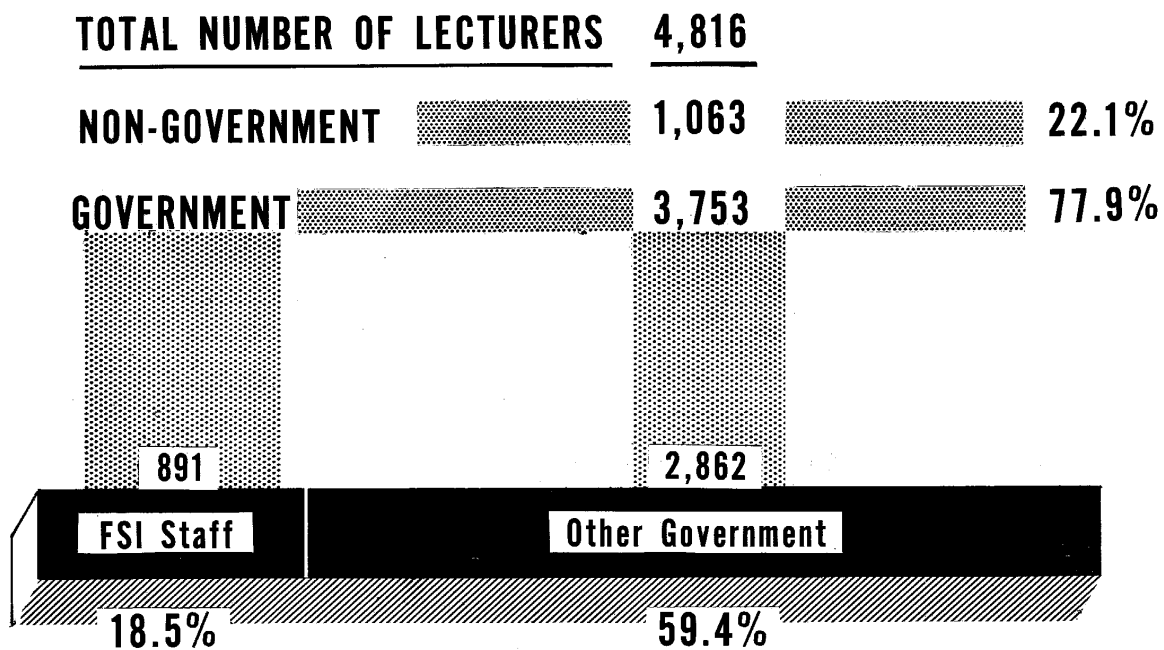


TRAINING PROGRAMS RELATED TO FSO CAREER DEVELOPMENT



LECTURERS AT FSI

FY 1964



NEW DIVISION ESTABLISHED

FSI Takes Steps to Revitalize Extension Training Program

THE Foreign Service Institute has established a new division in a move to revitalize the Department's extension training program.

This action is a result of a long-felt need to coordinate, emphasize, and expand services outside the "regular" courses offered at the Institute.

In addition to the conduct of the already existing university extension programs, the new Extension Training Division has the responsibility for arrangements for all outside training of Department of State personnel. This includes:

1. After-hours study at universities in the Washington area, universities located near the Department's numerous passport agencies and reception centers in the United States; foreign universities, and branches of American universities located abroad.
2. After-hours study at the Foreign Service Institute.
3. Short and long-term courses offered during working hours by numerous government agencies.
4. Full-time study at universities throughout the United States and abroad.
5. Correspondence study; and--
6. Attendance at special conferences and seminars offered in the United States and abroad.

The object of the Extension Training Division is to increase the usefulness of officers to the Department by encouraging study of job or career related subjects during outside hours or during an assigned training period. With the increasing demands of the operating areas for employees on the job, the extension program offers a means to improve the effectiveness of our services through training without loss of "on-the-job" hours.

The Division is under the direction of Dr. Evert T. Little, a professional educator, who has recently returned from having spent 12 years in developing areas overseas, heading up major educational programs.

Dr. Little has indicated that the services rendered and opportunities offered by this new Division should lead to a fuller development of personnel potential and,

he hopes, will be of assistance in meeting the current and long range staffing needs of the Department.

Under the University After-Hours Training Program, the Department pays the tuition cost for job related courses in such fields as economics, labor, administration, history, international law and relations, area studies, political science, accounting, and management.

Employees are encouraged to develop demonstrated potential for specialization in a particular field or area through this program. There are currently 93 Foreign Service and Civil Service employees enrolled in universities in the Washington area. The Department has doubled its after-hours enrollment over the past year.

WITH the establishment of the Extension Training Division it is hoped that more realistic and expanded course offerings will lead to further increases. It is the policy of the Institute to encourage officers to take advantage of educational opportunities, and more favorable consideration is being given to acquisition of a degree, provided such a program of study is related to career development.

The Department's extension program overseas, as might be expected, is considerably smaller than the U.S. program. Although few foreign universities offer courses in the evening, a total of 29 Foreign Service officers have been enrolled over the past six years in courses at universities in Copenhagen, Oslo, Paris, London, Toronto, Montreal, Addis Ababa, Cairo, Tokyo, Guatemala, Mexico, Canberra, and at the University of Maryland field schools in Africa, Europe, and the Far East.

As one of its steps to revitalize the extension program, the Division recently has announced a complete program in Skills in Communicating, under which courses are offered in effective Department of State drafting, effective reading, effective speaking, and conference leadership.

The drafting course is a continuation of the program started some time ago, with the support of William J. Crockett, Deputy Under Secretary for Administration, to improve the drafting of correspondence and reports in the Department. The courses in Effective Reading, Effective Speaking, and Conference Leadership are offered to personnel of AID, USIA, and the Peace Corps, as well as the Department of State.

As the need becomes apparent, other special courses designed to meet the needs of the Department of State will be developed and offered by the Extension Training Division.

In addition to the specially arranged evening courses, the Division handles administrative arrangements incidental to the registration of short and long-term courses offered during office hours by the Civil Service Commission, General Services Administration, Departments of the Air Force, Army, Defense, Navy, Treasury, the Department of Health, Education and Welfare, and numerous other government agencies.

Over the past year, the Department has enrolled approximately 150 Department of State personnel in other agency courses during office hours.

A phase of study which is small in numbers but which ranks high in importance is attendance at selected universities for an academic year. There are currently 48 officers enrolled in full-time academic study programs.

The field of economics claims the largest number with 22 enrolled in that discipline.

Next in numbers to economics for full-time university study is Advanced Area Studies, which has 12 officers enrolled in the current academic year. The aim of advanced area studies at a university is to help selected officers attain a broad knowledge and understanding of the total way of life of a people of another culture.

THE final program offered by the Extension Training Division is the Extension Study through Correspondence Program. Under this program, personnel may apply to take correspondence courses from any of the 64 American colleges or universities which have been approved by the National University Extension Association.

The Extension Training Division sends out resumes of courses upon request, and is continually evaluating courses to ascertain whether or not they meet

(over)

the needs of the Department and the individual applicant. This program has been particularly useful to overseas personnel where no local training facilities are available.

There are currently 40 officers and staff personnel enrolled in correspondence courses at American universities. In addition, 20 officers are enrolled in the Naval War College correspondence

course in International Law, and 12 officers in its Counterinsurgency course.

The Extension Training Division will be working with areas of the Department in developing special courses to meet the Department's needs more directly, and in evaluating courses already established, but individual suggestions should constitute an important source of information for

use in providing more realistic offerings.

It is hoped that State Department personnel in the Washington area and in the field will indicate needs and make suggestions. Suggestions or requests for information should be directed to Dr. Evert T. Little, Chief, Extension Training Division, Foreign Service Institute, Department of State, Washington, D.C.

Reprint from the Department of State **NEWS LETTER** November 1964.