

UNITED STATES GOVERNMENT

Memorandum

TO : Registrar/TR

DATE: 23 July 1965

FROM : C/AIB/RS/TR

SUBJECT: Weekly Activities Report No. 20
19 - 23 July 1965

25 YEAR RE-REVIEW

I. SIGNIFICANT ITEMS

None

II. OTHERS

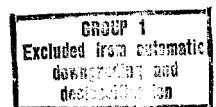
25X1

A. In a brief discussion with [redacted] C/POD/OP, on Thursday, 22 July, R/TR and C/AIB agreed to the following action POD will take to ensure compliance with the requirements concerning early Agency training for professionals, as spelled out in the revised [redacted] "EOD Training," para 225X1 c (1) (c):

At the time the new professional (exclusive of Career Trainees) is briefed by a member of POD, the new employee will be told of the requirement to take the Intelligence Orientation Course (IOC) (a total of four weeks). At the same time, POD will complete a Form 73, "Request for Internal Training," and over the signature of C/POD, will send the original and one copy of the form to the Registrar. POD will send the second copy to the TO in the Office, Staff, or Division to which the new employee is assigned. Thereafter, it will be a matter of AIB's communicating with the TO to complete the compliance. Exemptions from participation in the IOC (para 2 d (1) (b)) will become the special attention of the Registrar.

B. The narrative summary of accomplishments of the Registrar Staff for FY 1965, and the Staff's objectives for 1966 and 1967 were drafted for the use of the DR/TR and R/TR.

SECRET



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B

C. As of this Friday morning, twenty-nine are to attend the PM course, beginning 2 August. Priority treatment is being given to completing all the paper work on two applicants whose names we were given this morning. Deadlines for CCG/DDP and for [] are since passed. The pre-course briefing, including the briefing for [] is scheduled for Thursday, 29 July, at 9:00 a. m. in Room 1A-13, Hqs. 25X1 25X1

D. AIB informed those Training Officers concerned of the cancellation of the 26-30 July IR Familiarization. [] AC/HT/OS, telephoned the request for us to do so. TO's were also assured that they will be notified of any re-scheduling of the course. 25X1

E. [] prepared a list of names of all Agency employees who attended a National Interdepartmental Seminar at FSI. The list, shown by course dates, was prepared at the request of the DDP/TRO, who requested it as an attachment to a summary report on the NIS, which he is doing for the DDP. 25X1

F. Arrangements were made with certain individuals in OTR's Schools to have [] name added to the list of recipients of schedules of OTR's courses. Bob wants to be kept informed of what is going on in the way of day-to-day classes. For his purpose, the schedule appears to be the most orderly medium. 25X1

G. At his request, the names and location of about thirty colleges using the trimester and quarter plans, were sent to [] ORR. The information is for recruiters, [] reports, in their search for economists. 25X11

H. Twenty copies of the article, "How to Write Better," which appears in the June-July OTR Bulletin, were sent to [] OF/DDS; five copies were sent to [] Reports Officer, AF/D, who intends the copies for AF field stations. 25X1 25X1

Twenty-two copies of the OTR brochure, "Senior Officer Schools," were provided to the IOF/IS/TR as

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handouts at this week's special program for the Agency's representatives at the 1965-66 sessions of the SOS.

I. Preliminary to NPIC's back-tracking on the work required to have all of its training shown in the Agency Training Record (ATR), [redacted] TO/NPIC, and C/AIB discussed the procedures he would be expected to follow to accomplish such an objective. Dave is concerned with having all the training that OTR conducted for and at NPIC reflected in the ATR (as much as AIB ever knew of this is already in the Record); so too, the training that NPIC organized and conducted at NPIC; and that for which NPIC contracted, but not so contracted through OTR.

25X1

The types of training involved make it necessary for Dave to follow different procedures. He intends to outline them in his memorandum to his chief in which he will propose that NPIC undertake the task so as to get its training into the ATR.

25X1



Attachment:
Attendance Report

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