

UNITED STATES GOVERNMENT

Memorandum

TO : Registrar/TR

DATE: 2 July 1965

FROM : C/AIB/RS/TR

SUBJECT: Weekly Activities Report No. 17
28 June - 2 July 1965

25 YEAR RE-REVIEW

I. SIGNIFICANT ITEMS

None

II. OTHERS

A. In May, C/PMT [] discussed changes in procedures for organizing the PM Course which is to begin on 2 August. These changes include two main items: (a) conducting the briefings for ID cards for the [] phase before the course begins (In the past it was about mid-way in the instruction) and (b) arranging for the students to initiate their immunizations before the start of the course. A memorandum outlining the new procedures has been sent to each TO who has students enrolled in the August course.

B. In response to a proposal by DDP/TRO to C/PPS/OTR that the schedules of courses conducted by other components in the Agency be shown in the OTR Bulletin, several offices were polled and the results are favorable. TSD, OL, and Commo see the listing of [] schedules as another opportunity to encourage planning for training through formal courses and hopefully, to lessen the need for tutorials. ([] of OC was particularly verbal about this aspect.) The Office of Security doesn't plan to submit a schedule since its programs are given on request. Its part in EOD training is regularized and the TO/OS thinks no further announcement is necessary. The Office of Medical Services and OCR have no set schedules for the programs they generally give.

To include the schedules in the OTR Bulletin will create no problems from AIB's standpoint. Unless there are some other factors which suggest not including the information, we will show the schedules in the August issue of the Bulletin.

C. [] spent Tuesday, 29 June at [] where she was given a full briefing by [] C/PMT, on the content of the PM course and the general thinking about the future of the course. Her visit was part of her gathering background information for an article on PM which we expect will appear in the next issue of the OTR Bulletin.

GROUP 1
Excluded from automatic
downgrading and
declassification

SUBJECT: Weekly Activities Report No. 17 (cont.)

D. Thru the cooperation of [redacted] C/IOF/IS, 25X1
we were able to surrender use of Room 1A-07 on Tuesday, 20 July,
for a special TSD presentation to a USIB Committee. Unfortunately
the date for the presentation was apparently committed by TSD
before the site for the program was verified with OL/Services
Division. On that day Larry has the Career Trainees, July Class,
listening to its Introduction to the CS, with HT/OS instructors
lecturing on the subject. He agreed to move to the main audi-
torium; to return to 1A-07 the following day.

E. A complete schedule (based on information avail-
able 1 July 1965) of OTR's use of the classrooms 1A-07 and 1A-13
in the Headquarters building was sent to the Planning Services
Division/OL. C/AIB has a working agreement with personnel in
that Division whereby someone calls AIB whenever a non-OTR
requestor asks to reserve either of the rooms. So far it is
an excellent working arrangement; I am sure it will continue.

F. The June-July issue of the OTR Bulletin was 25X1
distributed throughout the Agency on 30 June.

25X1 G. Our two summer employees, [redacted]
[redacted] have demonstrated immediate industry and tenaciousness in
their assignment, which involves detailed ground-work that will
lead eventually to a more pure listing of external training in
the Agency Training Record.

III. PERSONNEL

25X1 Arrangements have been made with PO/OTR to have
[redacted] move up to replace [redacted] in the admissions 25X1
work of the Branch. Donna has been maintaining records of
internal training. Anna will transfer to Headquarters Training;
the time will be sometime during the week of 12 July: final
arrangements will be worked out with [redacted] C/HT/OS. 25X1

[redacted] 25X1

Attachment:
Attendance Report

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