

5010-104  
UNITED STATES GOVERNMENT

# Memorandum

TO : Registrar/TR

DATE: 25 June 1965

FROM : Chief, External Training Branch, RS/TR

25 YEAR RE-REVIEW

SUBJECT: Weekly Activities Report No. 16  
21 June - 25 June 1965

1. Yesterday [ ] secured a quota for the Aerospace Operations Course, Maxwell Air Force Base, from Lt. Colonel Wallace Griffith, Air Force Personnel, Training and Education Division. This is the result of an OCI requirement.

25X1

During their conversation, Col. Griffith said "as you know, quota allocations for the Air War College emanate from this office. We like to do things informally. We have found that some agencies really do not want all of their spaces at the Air War College. Through these informal queries they have found the allocations are more satisfactory." Therefore, he requested that [ ] ascertain how many spaces CIA wishes for next year. Taking into consideration our answer, AFPTR will issue the quota allocation.

25X1

2. Per CONARC Circular 350-29 which requested our requirements for the new Army Installation Management Course (revised Army Management Course) the following paragraph is significant:

"(2) Civilians: GS-11 or higher. Must be incumbent in, or under consideration for, an assignment with management responsibilities at an installation or be responsible for the review or evaluation of installation management. Must intend to continue his employment with the Federal Government for at least 1 year. Security clearance required: SECRET (Interim).

Our present policy for attendance does not require a training agreement as the travel and per diem costs are under \$500. If the above is to be followed, we will need an amendment to Col. White's policy memo dated 5 October 1962.

SECRET

**SECRET**

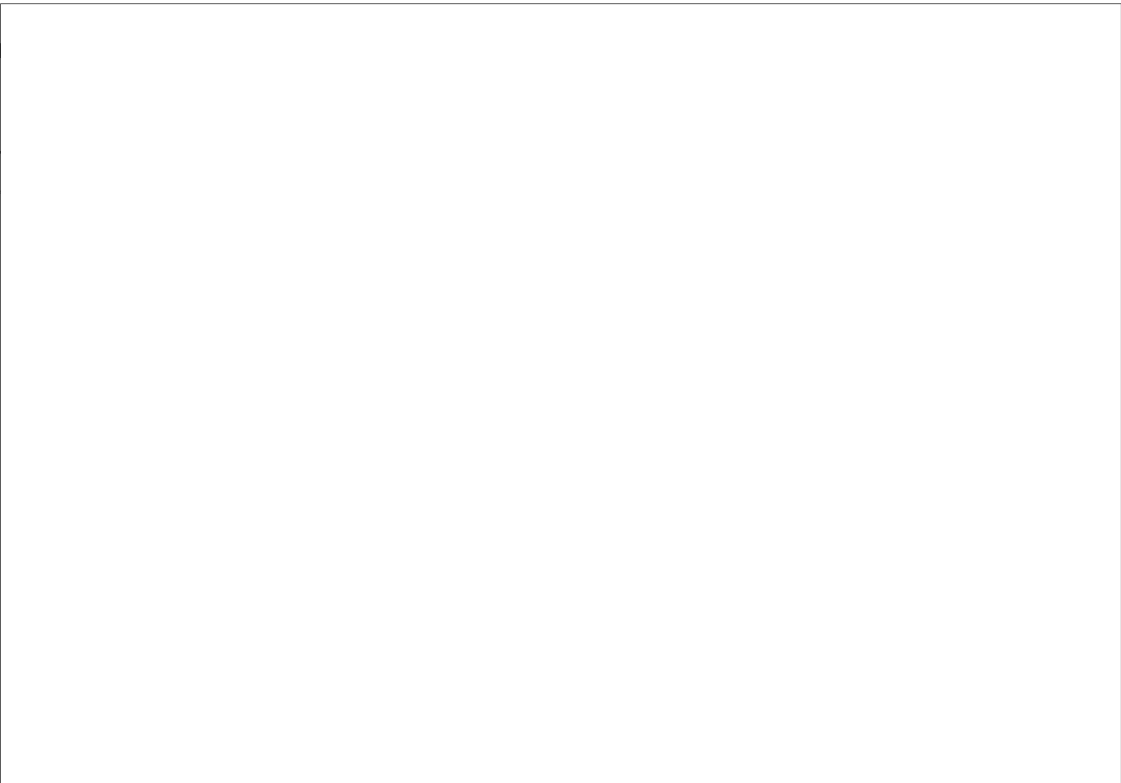
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3. On 23 June, [redacted] was given his administrative briefing prior to attending The National War College. 25X1

4. We have reviewed the Department of State Reimbursement Agreement (Fiscal Year 1965) and recommend certification that "services have been rendered" for the headquarters training with the exception of two non-Agency employees. They are 25X1

[redacted] 25X1  
7/1/64 - 7/10/64 at a minimum cost of \$84.80. [redacted] 25X1  
(Army) attended the African Regional Seminar at a cost of \$307.

A third non-Agency employee, [redacted] received 957 hours of [redacted] language training at a cost of \$2,475.76. [redacted] proved to be an interesting case. The sequence of events is as follows: 25X1



*I'd like Col. W. to get the gist of high points. Marag. 4*

25X1  
25X1

**SECRET**

Classified  
Excluded from automatic  
downgrading and  
declassification

~~SECRET~~

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25X1

Another item included for reimbursement is part-time wives' language training for [redacted]

25X1

[redacted] OTR does not presently enroll wives if there is a cost. Prior agreement excluded cost for [redacted]. However, as [redacted] was enrolled by her husband without any CIA knowledge or approval, I assume [redacted] will have to pay for this training (\$405.00). He is presently studying [redacted] at the Institute.

25X1

25X1

25X1

25X1

Another enrollment without OTR knowledge was [redacted], who studied German. He was enrolled by EE Personnel [redacted]. His training costs \$957. As you know, OTR has not approved external world language study for the past two years unless there is a [redacted] requirement.

25X1

25X1

25X1

Most costly of all, \$3,688.00, was the early withdrawal of four employees (two by EE and two by FE). During this year there were five EE employees at the Foreign Service Institute and 21 from FE.

After our conversations with the FSI Budget Office, they have requested that I correct the total on the contract; reducing the figure by \$543. Deletion of [redacted]

25X1

25X1

Possibly CIA could have saved \$5,050.00 on the 26 students sent to FSI headquarters school.

PERSONNEL ITEM:

25X1

1405  
957  
3 688  
020.

[Large redacted area]

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