

UNITED STATES GOVERNMENT

Memorandum

TO : Registrar/TR

DATE: 18 June 1965

FROM : DC/AIB/RS/TR

SUBJECT: Weekly Activities Report No. 15
14 - 18 June 1965

25 YEAR RE-REVIEW

I. SIGNIFICANT ITEMS

None

II. OTHERS

A. Cancellation of Courses:

CS Records Officer 21-25 June 1965
CP Organization & Operations 14-25 June 1965
Supervision 21-25 June 1965
Writing Workshop (Inter) 14 June - 7 July 1965

There are only seven persons registered for the CS Name Check Course scheduled for 28 June - 2 July. This course, too, may be canceled unless there are ten persons enrolled in the course.

AIB has been in close contact with Training Officers to alert them to the possibility of the cancellation of these courses so that they can enroll their employees in another course if they wish to do so.

B. Request for Tutorial Training:

The Training Officer, CA Staff, requested tutorial training in organization, cables, dispatch, etc. to begin immediately on Wednesday, 16 June for an officer who had entered on duty that morning and was being assigned as an Operations Officer to their Youth and Students Branch. [redacted] C/HT/OS, was queried as to whether he could accommodate this request. He said that he would be unable to do so. AC/AIB passed this on to [redacted] CA Staff, and discussed a training plan for the new employee that would fit into OTR's scheduled courses.

Group 1
Excluded from automatic
downgrading and
declassification

~~SECRET~~

SUBJECT: Weekly Activities Report No. 15 (cont.)

25X1 C. Bulletin Item on [] Training:

25X1 AC/AIB discussed briefly an article on [] 25X1
25X1 [] Training for the OTR Bulletin with [] 25X1
25X1 DC/OS/[] when he was in this area on 16 June. []
25X1 invited her to spend a day at [] next week with Mr. 25X1
[] who would brief her in detail on the course
and what would be appropriate for inclusion in the article for the
Bulletin. Approval for this trip was received from the R/TR.

D. Agency Training Record:

As reported in the 21 May Activities Report, AIB is working with OCS to improve the information in the Agency Training Record. On Tuesday, 15 June, approximately 1300 changes and deletions were sent to OCS. This will be followed next week with all previous training on employees which has not been reflected in the current run, as well as input data for the last quarter of FY 65. We hope that the cumulative ATR at the end of FY 65 will be the most accurate to date.

E. Information for Systems Chart, [] 25X1
Committee:

25X1 [] spent approximately two days 25X1
25X1 with [] OTR's representative to the [] Com-
mittee, filling out a survey sheet for each form used in AIB.
There are 31 forms or reports coming to, originating in, or
being sent from AIB. Copies of these forms were furnished
25X1 [] in addition to sterilized copies of 28 different types
of training reports from OTR's Schools on file in AIB.

F. Publications:

The June-July OTR Bulletin was delivered to PSD on 16 June. The scheduled publication date is 30 June.


III. PERSONNEL

[] report- 25X1
ed to AIB for summer employment on Wednesday, June 16.

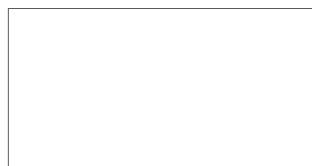
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SUBJECT: Weekly Activities Report No. 15 (cont.)

25X1

 reported on Friday, 18 June. They will be compiling information on external training courses taken by Agency employees. This information will be used to refine the present OTR codes for external training included in the Agency Training Record.

25X1



Attachment

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