

OPTIONAL FORM NO. 10
5010-104

UNITED STATES GOVERNMENT

Memorandum

CONFIDENTIAL

TO : Director of Training

DATE: 24 May 1965

FROM : Registrar, TR

SUBJECT: Weekly Activities Report No. 11
10 - 21 May 1965

25 YEAR RE-REVIEW

I. SIGNIFICANT ITEMS

None

II. OTHERS

A. The External Training Branch received a nice compliment from [redacted], the CIA officer at the [redacted]. In his first quarter report he commented, "I want to compliment you on the efficient way you handled the arrangements for me and my family prior to our departure for [redacted]. The preparatory work done by you, [redacted] of ONE, and [redacted] were quite adequate in all respects." Of special interest is his recommendation that a Senior CIA officer be assigned to attend [redacted] in succeeding years. (You have requested a second slot). The original of [redacted] report is attached.

B. [redacted] Entrance-on-Duty Training, was fully coordinated and readied for publication some weeks ago. However, its issuance, by agreement, was to be contingent upon simultaneous publication of a revision of [redacted] Recruitment and Appointment, which provides for continuation of testing services provided by the Assessment and Evaluation Staff. Apparently, [redacted] bogged down in the DDP coordinating mechanism and OTR's informal assistance was solicited by OP in getting action on the regulation. A telephone call by [redacted] Operations Services Division, DDP, elicited the promise to "spring loose" [redacted] right away. Thus, both regulations should be released to Agency offices very soon.

C. On 12 May the Registrar visited with Dean Sollenberger and Dr. Landon at FSI. Dr. Landon agreed to write for the OTR Bulletin a brief article on the FSI library which they have offered for use by Agency personnel. We discussed the problem of the occasional withdrawal of our people from FSI training before the course was completed. Dean Sollenberger recognizes the problem facing us and is quite sympathetic. He offered to tailor area orientation programs

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to fit our precise needs. He believes that some arrangement can be worked out whereby wives of Agency employees going overseas will be able to attend the "FSI Overseas Orientation for Wives." During this visit the Registrar also met Dr. Little, the FSI Registrar.

25X1 D. Because of pressure of duties I was unable to be present, but [] did attend the Annual Education Directors Luncheon given by the College of General Studies of the George Washington University on Thursday, 20 May 1965 at the Lisner Auditorium. This luncheon is a goodwill gesture by GWU for the officials of installations and agencies who work with the University on its off-campus program. The featured speaker, Associate Dean of Faculties Harold F. Bright, provided some fairly provocative observations on the impact of expanding automation, for example, invasion of privacy - as in the case of income tax records.

25X1 E. Responding to an inquiry from OL [] for information on a "new" brand of Reading Improvement Course, called "VICORE" (visual-conceptual reading), we managed to obtain printed matter, including newspaper articles, put out by the organization. The material was sent to OL and on 11 May we were notified that that office was favorably impressed with the VICORE approach and might decide to request organization of a special class for OL personnel to be conducted internally. We asked [] to present the OL requirement for this reading improvement instruction in a memorandum to DTR. Subsequent discussion with the OL Training Officer stimulated consideration and probable adoption of an alternative interim action, namely designation of three or four OL employees, each operating individually, to enroll in various available local reading improvement programs, for example, USDA, YWCA, GWU. Upon completion of their respective programs, the students would meet together, compare experiences and evaluate the worth of the several different courses. This would give OL, and us, some additional practical basis for selecting the program most appropriate for meeting OL's larger requirement and for handling miscellaneous individual requests for reading improvement training. 25X1

*summary
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DWS*

F. On 13 May, the Registrar attended a morning meeting of Training Officers at the Office of Career Development, Civil Service Commission. The details of this meeting were previously reported by memo dated 17 May 1965.

25X1 G. [] has visited the Registrar Staff twice in connection with his project to select and procure equipment for a reading improvement laboratory, with a view to developing in OTR a capability to support a self-instructing program of reading improvement.

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We made voluminous background information available to Ed and offered suggestions as to steps he might take to get up-to-date expert opinions on types of gadgetry suitable for installing in a do-it-yourself Reading Improvement Center.

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H. On 20 May we advised Mr. Frank Steggert, University of Wisconsin, that we had a minimum of six bonafide candidates for the summer Institute for Federal Executives. He agreed to reserve spaces for us in the specific units our candidates have requested. It is possible that we may have several more candidates before registration closes.

I. Individual briefings on the present organization and major activities of the Office of Training were given to the following new OTR instructors:

[Redacted]

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[Redacted]

Attachment: a/s