

5010-104

UNITED STATES GOVERNMENT

# Memorandum

TO : Registrar/TR

DATE: 17 December 1965

FROM : Chief, External Training Branch, RS/TR

SUBJECT: Weekly Activities Report No. 39  
13 December - 17 December 1965

25 YEAR RE-REVIEW

25X1

1. Our good fortune is increasing for the hard-to-come-by Ballistic Missile Staff Familiarization Course. [redacted]

[redacted] has been able to increase our quota to ten spaces for the remaining half of FY 1966. He feels confident that he will also be able to secure last-minute cancellations as well. The two January spaces have been allocated to FMSAC and NPIC. The remaining spaces will be allocated as soon as we receive a written confirmation of the quota.

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2. Informal arrangements were made with the Foreign Service Institute to send our first female student to the language school in [redacted]

[redacted]

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3. This week Miss [redacted] studied the new Health Plan as recently published (Notice [redacted] and prepared a sanitized version for our trainees outside the Washington area. She is verbally notifying the local full-time students.

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4. Since our meeting in October with the IBM representatives, there has been a noticeable increase in the number of spaces secured for 360 Systems training. At that time we presented IBM with a requirement for 356 spaces for the next six months. To date IBM has confirmed 150 spaces.

Yesterday I requested 18 spaces in the 1401 Autocoder course for the [redacted] committee. [redacted] needed the training as soon as possible after the holiday season. He asked if we could arrange for an IBM instructor to come out to the building. I suggested we try to get a block of spaces at the Education Center. The 1401 Autocoder course is a self-study plan after the first half day. Within an hour of my request, IBM confirmed 18 spaces in the 24 January running.

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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5. [redacted] has been studying [redacted] at the Foreign Service Institute this past year. Prior to beginning his new job in [redacted] the Division wishes to send him to [redacted] to live with a family for one month -- total immersion. As soon as [redacted] provides more details, I will try to work out an arrangement with the Foreign Service Institute. [redacted]

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6. During this week there were two clearances involving external training. The first was on [redacted] ORD, who has been in full-time training at George Washington University. Clearance was given pending disability retirement.

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The second clearance was for [redacted] FMSAC, whom we required to sign an agreement last summer. At that time we estimated the cost of training would be over \$500. However, he caught a ride to Michigan and, therefore, the training cost was only \$491. According to the present training agreement criteria, we did not place a hold on his exit processing. Since [redacted] EOD on 10 January 1965, he attended the following external training programs:

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B

Course                      Facility                      Dates                      Cost

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<u>Course</u>	<u>Facility</u>	<u>Dates</u>	<u>Cost</u>

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**PERSONNEL ITEM:**

has been on sick leave all week with a rough case of tonsillitis. After talking with him yesterday, it appears that he is on the mend and hopes to be back in the office on Monday.

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