

UNITED STATES GOVERNMENT

~~SECRET~~

CONFIDENTIAL

# Memorandum

TO : Director of Training

DATE: 17 September 1965

FROM : Registrar, TR

25 YEAR RE-REVIEW

SUBJECT: Weekly Activities Report No. 28  
13 - 17 September 1965

I. SIGNIFICANT ITEMS

None

II. OTHERS

Off-Campus Program

The total registration in the Agency's Off-Campus Program as of 16 September was [redacted] students enrolled in nine courses

[Large redacted area]

We anticipate about ten late registrations in view of calls we have received from training officers whose requests for sponsorship of employees have been delayed, and calls from individuals who wished to enroll this past week but have not been able to do so for personal reasons.

The total registration in the 1964 fall semester of the Off-Campus Program was [redacted] as compared with an anticipated registration of approximately [redacted] employees in the 1965 fall semester program.

[Redacted area]

Attachments: a/s

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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25X1

25X1  
25X1

B

25X1  
25X1

B

25X1

UNITED STATES GOVERNMENT

# Memorandum

TO : Chief, Registrar Staff/TR

DATE: 17 September 1965

FROM : Chief, AIB/RS/TR

SUBJECT: Weekly Activities Report No. 28  
13 - 17 September 1965

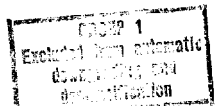
## I. SIGNIFICANT ITEMS

None

## II. OTHERS

A. In the presence of [redacted], IP Faculty, 25X1  
I made changes in classroom assignments in an attempt to accom-  
modate the IPF's request for three section rooms in addition to  
the homeroom for the 3 weeks Intelligence Techniques course.  
[redacted] C/IPF would prefer the ideal of one homeroom plus 25X1  
four section rooms.) At the same time, I showed [redacted] the 25X1  
other courses at 1000 Glebe that have to run while Career Trainees  
are taking Intelligence Techniques, e.g., the Support Services,  
the Admin Procedures, Intelligence Review, Operations Support,  
and the IRRR. I was able to give him the same two section rooms  
for three weeks plus the homeroom and, although I know the  
members of that faculty do not want to move from room to room,  
for a third section room it will be necessary for them to use two  
different rooms during the three weeks. I also reviewed with  
[redacted] the projected OTR schedule for 1966 and, that barring 25X1  
international complications, their minimum requirement for  
rooms can be met for the four times in the year. On Friday I 25X1  
reviewed the same details of the current classroom use and the  
projected scheduling with [redacted] I talked with [redacted] 25X1  
[redacted] PPS, (also on Friday) about the IPF need and explained  
that if any of the space that is about to become available in 1000  
Glebe can be converted into small section rooms, a minimum of  
two rooms would help immeasurably.

Understandably, each instructor is fiercely  
loyal to his needs and I would safely say that except in the case



SUBJECT: Weekly Activities Report No. 28 (cont)

of this current requirement of IPF, their needs have been met in the best possible way.

Underway is the preparation of a copy of the 1966 projected schedule of all OTR courses and the recommended classroom location of these courses. I plan to have copies made of the projection (discussed in June 1965 with several Chiefs of Schools) for each School to consider, to suggest modifications, but most hopefully, to register their concurrence. After that, publication of the full schedule of OTR's courses for 1966.

25X1

B. In WAR No. 25, dated 27 August, I reported what appeared to be a satisfactory arrangement for [redacted]

[redacted] Ph.D., ORD/DDS&T to become acquainted with the [redacted]

25X1

[redacted] Arrangements were

made for him to talk with [redacted] of the Staff since [redacted] was less than least qualified for the CA Ops course. The Acting Senior Training Officer, [redacted] was more than satisfied with the arrangements.

25X1

25X1

On Tuesday [redacted] Chief Instructor of the CA Ops course called to ask me to tell the STO/DDS&T that

25X1

25X1

[redacted] said, 'No, ' to [redacted] taking CA Ops.' From what can be deduced, in the meeting with [redacted]

25X1

who is [redacted] supervisor and who went along to the meeting, brought up the matter of [redacted] needing the course. From there it was the C/CA Staff's taking the request to the A/DDP who returned the final "no."

25X1

[redacted] is embarrassed about it all and plans to discuss the case with the Chief of ORD.

25X1

C. [redacted] reports that the Conference Techniques course ([redacted], the instructor) scheduled to begin 25 October may be converted to an Effective Speaking course for and at NPIC. Dave advised that AIB take no action until NPIC is certain (by 11 October) that there will be candidates for the course.

25X1

25X1

SUBJECT: Weekly Activities Report No. 28 (cont)

25X1 D. The request from COS/for [redacted], WPS 25X1  
GS-08 at the Station, to take the three-week Logistics and Finance:  
Small Stations course (27 September - 15 October) is being re-  
viewed by [redacted], PO/TR and by [redacted], 25X1  
C/SS/TR. Brian is looking at the request with respect to Mr.  
[redacted] need for the course; [redacted] from the standpoint 25X1  
of the \$300 per diem. Meanwhile, [redacted] has called 25X1  
about the status of acceptance in the course. (There is room  
for only one more student.)

25X1 E. A report showing internal and external training 25X1  
in the field of records management taken by the Agency's Records  
Officers both here and overseas was sent to [redacted]  
Records Administration Staff. This was in response to Mr.  
[redacted] written request.

F. The Orientation for Training Assistants was  
given from 9 a.m. to 3 p.m. on Wednesday, 15 September.  
Seventeen attended the six hours; another three attended the  
presentation on external training.

25X1 G. [redacted], ORR, requested that some- 25X1  
one in the Registrar's office administer the placement tests re-  
quired for enrollment in The University of Oklahoma's Bachelor  
of Liberal Studies program. The test materials, scoring, and  
interpretation are provided by the University. The tests require  
approximately one and one-half days to complete. On Monday  
and Tuesday [redacted] administered the tests to a man from  
ORR.

H. Norma registered 56 Agency employees for  
American U's off-campus courses at Langley: 22 for Income  
Analysis (all Agency-sponsored) and 34 for ADP systems (at  
the time, about 16 were sponsoring themselves.)

25X1 I. [redacted] starts on-campus at GW on 25X1  
Wednesday evening, 22 September for Occupational and Educa-  
tional Information, a course approved for her by the Training  
Career Board. It is a three credit course, given the one evening  
a week.

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J. [ ] is the keyman for the Registrar Staff's part in the Consolidated Fund Drive. Each member of the Staff has his package of material. 25X1

III. PERSONNEL

[ ] served as a hostess for the Fifth Annual Awards Ceremony held in the CIA auditorium. 25X1



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