

5010-104

UNITED STATES GOVERNMENT

Memorandum

TO : Acting Registrar/TR

DATE: 17 September 1965

FROM : Acting Chief, External Training Branch

25 YEAR RE-REVIEW

SUBJECT: Weekly Activities Report No. 26
13 September - 17 September 1965

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1. We have received acceptances from the Civil Service Commission for Messrs. Emmett Echols, D/Pers, and [redacted] NPIC, to attend the Executive Seminar in Automatic Data Processing (30 September - 1 October 1965). We are awaiting acceptance for our last two nominees, [redacted] MS. If CSC is unable to accept the latter nominees for 30 September, they will be enrolled in a special class on 20 October 1965.

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2. The ORR Training Officer informed us this week that [redacted] is planning to resign, effective 17 September. We have [redacted] under a training agreement which terminates in June 1966. We rushed a memo to Chief, Benefits and Counseling Branch/OP which stated in part: "The Office of Training has sponsored [redacted] in part-time training at American University since September 1963 totaling 24 credit hours. Her last sponsored training was the 1965 winter term for two economics courses at American University for six credit hours costing \$240.00. ... It is requested that \$240.00 be deducted from [redacted] final pay check as reimbursement for this training."

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3. As you know, the Army Management Course was revised this year and entitled Army Installation Management Course, and the decision was made not to request a set Agency quota from CONARC for FY 1966. However, we have recently received several inquiries about the revised course; specifically, since the publication of the August 1965 Bulletin. For example, [redacted] BPAM, is very interested in attending as soon as possible. We suggested he forward a training request and, upon approval, we will attempt to secure a slot from CONARC.

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4. The next Agency quota in the Ballistic Missile Staff Familiarization Course, Vandenberg AFB, will be used by Major General Richard Collins, USA (Ret.), Member, Board of National Estimates. The course begins 4 October and the nomination letter has been forwarded to Vandenberg AFB, with a copy to SAC Headquarters.

5. An ORR employee, [redacted] was approved by the Training Selection Board in May 1965 to attend the University of Maryland full time in September 1965 to pursue a graduate program in economics. [redacted] ORR Personnel Officer, tells us [redacted] has experienced a great deal of difficulty in registering. It seems his credits, etc., are not transferable to Maryland in the course of study he requires. Hence, ORR was requesting permission for [redacted] to enter discussions with George Washington University, where he had previously studied, and, if admitted, to plan on beginning his studies in the winter semester. I requested ORR to send a supporting memorandum to the Registrar and the Training Selection Board so we can amend the present contract.

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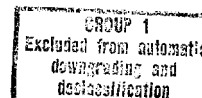
6. [redacted] OS, will attend a course entitled, "Radioisotopes in Research," being conducted by the Oak Ridge Institute of Nuclear Studies, beginning 27 September. [redacted]

[redacted] requested the tuition (\$200) be paid by Treasury check which [redacted] will carry with him. A rush advance was carried to Key Building yesterday.

7. It is always interesting to hear what other Government agencies allow in sponsored external training programs. Yesterday [redacted] we called Dr. Evert Little, FSI, to ask about State's policy regarding books in part-time and full-time training. (This stemmed from [redacted] BPAM, who has been sponsored for several part-time courses at American University [redacted] Dr. Little said that State does not authorize books in part-time training; only for full time

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and then to a limited degree. (Very similar to OTR policy -- no books for part time; with exception of language programs -- books and supplies for full time; only primary texts, not secondary.) He mentioned that Commerce and Agriculture, on the other hand, do allow books in part-time training. Also, State only started this year to pay the admission/registration fees in addition to tuition.

25X1 8. [] called regarding the Defense Management Systems Course, Monterey. He is certain that the Agency will be given two billets in the 2 January class and suggested we direct a letter of request, including in the letter the names of our nominees, to Mr. Bert Mogin, Assistant to the Deputy Comptroller for Programming. We have already had an expression of interest from OCS (for [] and [] suggested we approach BPAM for a second candidate. 25X1

25X1 He also mentioned the Systems Analysis Course, which [] ORR, is presently attending. A letter of invitation for the next running will be coming to the Agency shortly, even though the course will not convene again until August 1966.

25X1 9. Yesterday I made a routine check with Mr. William Medina, Civil Service Commission, at [] request, to check on the enrollment of [] OCI, in the Fellowship in Congressional Operations (beginning mid-November 1965). Mr. Medina said [] was almost certain to be selected; although his age (49) is far above the average for this course. However, [] qualifications are most impressive. (Incidentally, Mr. Medina mentioned that some of the other nominations received at Civil Service Commission were "pathetic.") He also told me that Mr. John Macy, the Directors of the Mid-Career and Intern Training Programs at CSC, and all of the past graduates (30, including our [] spent an hour at the White House on Wednesday 25X1

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with the President. Mr. Medina said the session was very rewarding; in fact, the President stated his feeling that this is one of the most significant programs run by the Federal Government and he directed that each agency be represented in the November running. Mr. Medina said that letters went out yesterday over Mr. Macy's signature to those agencies who have not submitted nominations for the November class. He suggested that CIA might wish to nominate an alternate to [redacted] so that we will surely be represented in the course. The deadline for nominations has been extended to 15 October.

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PERSONNEL ITEM:

[redacted] attended the Training Assistants Orientation on Wednesday; [redacted] attended the session covering External Training.

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We have discussed the possibility of an orientation tour of the Central Processing Branch for Ed; as of now, CPB has no tours scheduled but will be in touch with us.

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