

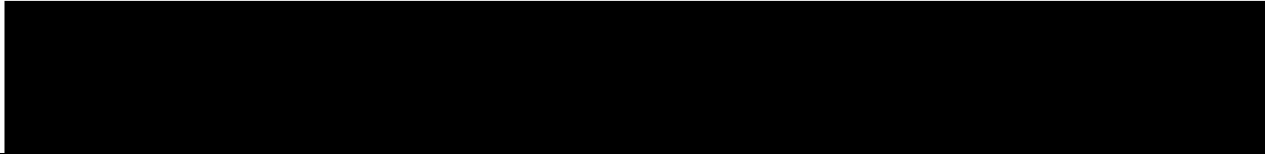
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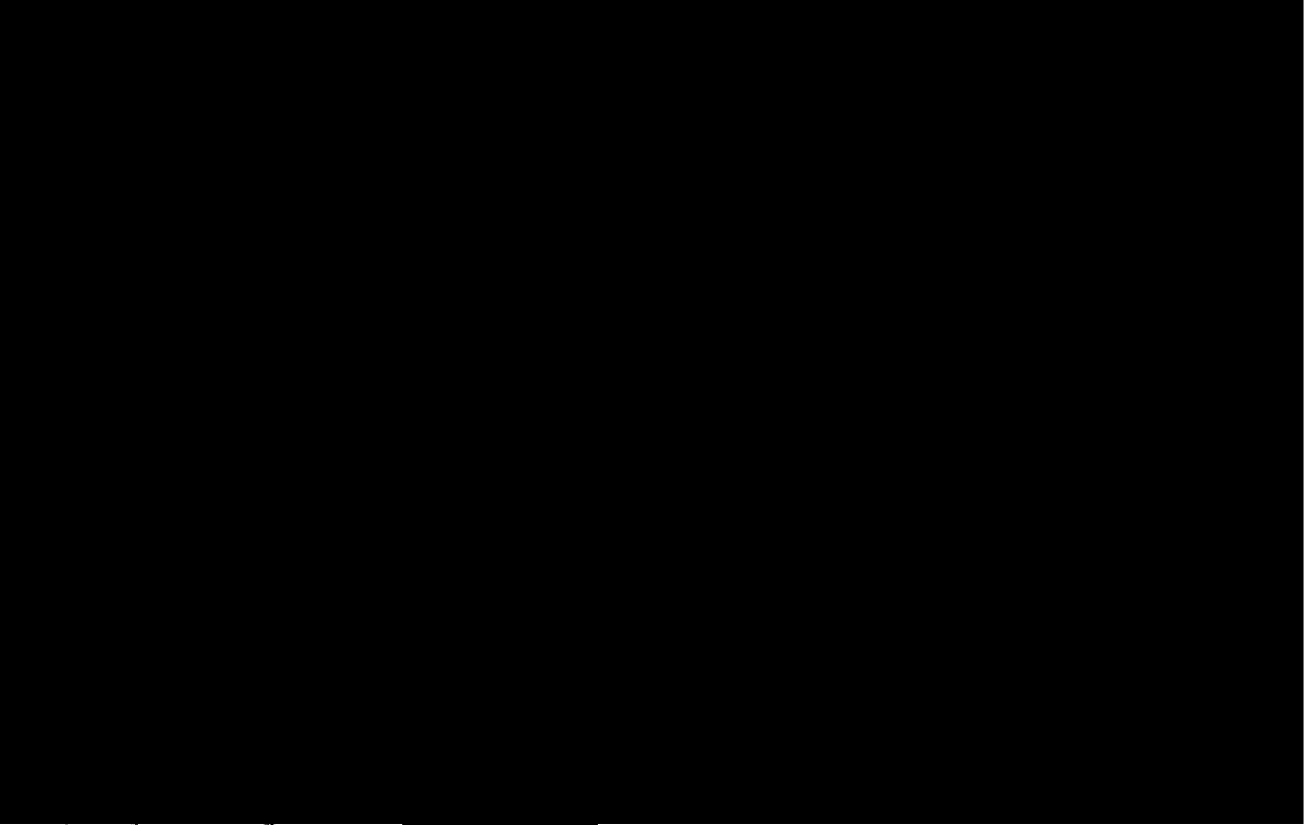
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4. Storage Space at [redacted]

The Supply Division, OL, has indicated that they may wish to use some of the storage space in the part of the warehouse which was recently rehabilitated. The Station does not particularly need the space in which Logistics is interested but it does not want it used for rapidly moving items which would place a heavy demand on the Station's manpower and equipment. We have advised both the Office of Logistics and

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[redacted] that any requirements for space at [redacted] should be directed to

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[redacted] OTR Executive Officer.

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5. OTR Attendance

Internal training attendance for the week of 6-10 December 1965 was 659; external attendance was 287.

6. Language Training School Assistance to JMWAVE

25X1A [REDACTED] Training Officer at JMWAVE, visited LTS on 7 and 8 December to discuss the need for a full-time language training program in Spanish for staff members stationed at JMWAVE. JMWAVE has a native speaker available as an instructor and LTS has agreed to train this individual in the methods and techniques of language training either at a safehouse in the Washington area or by sending one of its instructors to JMWAVE. The possibility of having an LTS member supervise the first few days of the course was also discussed with [REDACTED] 25X1A
About [REDACTED] employees are involved. Tentatively, JMWAVE is aiming at a starting date some time in late January.

7. Defense Intelligence School

25X9 Agency speaker support to the DIS for 1965 concluded on 14 December. A five-man panel from OSI answered queries from the Strategic Intelligence class on developments in Soviet scientific endeavors. Agency support to the DIS this year was impressive. A total of 102 different Agency speakers appeared before the School and gave 219 separate presentations. Presentation hours totaled 410, of which 190 were given by OTR. Other DDS components gave 10 hours; DDI, 92 hours; DDP, 65 hours; DDS&T, 44 hours; and O/DCL, 9 hours.

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3. National Interdepartmental Seminar

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At the request of Amb. Kidder, [REDACTED] to determine whether Adm. Raborn would be available to give the graduation address to the NIS on 11 February 1966. [REDACTED] that he felt the Admiral would be available and suggested that Amb. Kidder proceed with the formal invitation.

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Plans also call for Adm. Raborn to appear before the NIS Coordination Conference to be held 6-8 June 1966. Other speakers will include Gen. Taylor, Mr. Restow, Mr. McNaughton or Mr. Vance, Mr. Bell, Gen. Peers, Mr. U. Johnson, Mr. Marks and Gov. Harriman.

9. Special Instructor Training Course for OC Personnel

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Final preparations were made on 10 December, including an advance trip by [REDACTED] for the Special ITC for nine instructor trainees for the Office of Communications. [REDACTED] will conduct the four-day course.

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10. Briefing of Ambassador Franklin Williams

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On 8 December [REDACTED] briefed Mr. Franklin Williams, the new Ambassador to Ghana, on the overall Agency structure and mission. The briefing was held at the Headquarters Building.

11. Briefing at FSI

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[REDACTED] on 9 December, presented his regular briefing on "Soviet Military Potential and its Relation to Communist Strategy" to twenty-four

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students attending the Communist Strategy course at the Foreign Service Institute. The group included a high ranking Army officer and senior civilians from State, DIA, NSA, USIA, and the AEC. Mr. John Keppel, course chairman, plans to visit the Agency for consultation on matters of mutual interest early in January at our invitation. Security arrangements have already been made.

12. Reading Improvement Machines

Two reading machines ordered early in the fall have been received and will be installed in the Language Lab at Headquarters this week.

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██████████ has prepared instructions and other teaching materials; which we hope will make it unnecessary for the Lab Technician to do any more than hand out the materials to students. The Registrar's Office will issue a Special Bulletin announcing the availability of the machines and inviting all interested to use them.

13. Agency's EOD Procedures

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██████████ of the IG Staff visited the Registrar and the CT Staffs on 8 December to obtain material to support a report he plans to write on EOD training. Particularly, he is interested in what the various offices do in briefing new employees and helping them get adjusted to the circumstances of living and working in this area. The Registrar Staff will prepare for ██████████ a list showing the number of professionals who have entered on duty since 1963 and the number who took the Introduction

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to Intelligence and the Introduction to Communism courses. [REDACTED]

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requested that if possible the report show the numbers receiving this

training by each office within the Directorate. [REDACTED]

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[REDACTED] a run-down on the Career Trainee procedures and reviewed

for him briefly the steps involved in the selection and training of CTs.

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for MATTHEW BAIRD
Director of Training

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