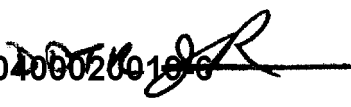


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9 September 1965

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Weekly Report of the Office of Training
9 September 1965

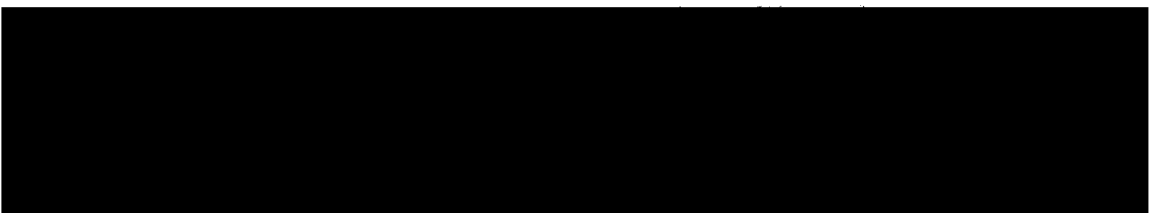
1. Career Training Program

October Class. As of this date only 30 candidates can be considered firm for enrollment in the October Career Training class. This figure includes 22 recruited from outside the Agency and 8 from on-duty personnel. We still have about six weeks in which to improve the outlook and achieve our goal of 50 students.

2. Operations School

25X1A

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Project USEFUL No. 12. After two weeks of negotiations concerning the presentation of Project USEFUL No. 12, which had been tentatively scheduled for 18 to 29 October 1965, it appears USEFUL will be postponed indefinitely. The will now undertake a study concerning the ad



presentations. We have been asked to suspend all further action pending

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the outcome of the War Plans Staff study.

3. [REDACTED]

Briefing Film. The production of the [REDACTED] "Briefing Film"

commenced on 7 September as scheduled. Actors for the film are

being selected from the [REDACTED]

[REDACTED] Familiarization Course. [REDACTED]

Familiarization Course III began on 30 August with thirty-five members

of the [REDACTED] personnel

participating. The course is going smoothly and apparently with highly

satisfactory results. [REDACTED] substituting for Mr. Robert

[REDACTED] arrived on 1 September to present a lecture on [REDACTED] Operations

to the class.

[REDACTED] Familiarization Course for [REDACTED] Personnel. In

a meeting on 31 August, Operations Training Branch Chiefs were alerted

to the probability that we will be required to put on a special three-week

Operations Familiarization Course for [REDACTED] personnel in November of this

year. In anticipation of this requirement, Branch Chiefs were asked to

submit immediately a suggested skeletal coverage in their respective

fields. This will permit us to set up at least a tentative schedule for

this course very quickly.

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Project HELPFUL. On Wednesday, 1 September, [REDACTED] [REDACTED] USN, DIA Plans, called to talk with [REDACTED] and [REDACTED] on Project HELPFUL. He has apparently been given the assignment of pulling the program together and being somewhat new to DIA is considerably confused. We believe that [REDACTED] should be given additional briefing on CIA and with this thought in mind, have requested a Liaison Clearance. There is still nothing firm either as to date or substance of Project HELPFUL.

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DOD Computer Institute. On 30 August, the Department of Defense Computer Institute advised OTR that they had one slot open in their Senior Executive Computer Course to be run 13 - 17 September. They asked us to nominate a candidate for this course at the Flag/General or GS-16 and above level. Computer Services referred my inquiry to DDS&T who have nominated [REDACTED] [REDACTED] has been accepted by the Computer Institute.

5. Language Training School

Chinese Language Familiarization Course. Various components of the Agency have indicated a need for people who can recognize Chinese language characters without necessarily being able to speak or read Chinese. These include personnel working with Chinese map materials and Chinese personal names. Our senior Chinese instructor feels that such a course would be workable and useful.

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6. School of International Communism

China Familiarization Course. OTR ran an extra session of the China Familiarization Course the week of 30 August because prospective students exceeded the number that could be accommodated in regular scheduled sessions.

7. Support/Personnel

The processing of personnel into OTR has reached its peak for the summer. [REDACTED]

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processed on 2 September. [REDACTED] reports that they have had to

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[REDACTED]

SIGNED
MATTHEW BAIRD
Director of Training

Attachment - OTR Attendance

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OTR (Internal) Attendance for Week of:
30 August - 3 September 1965

Category	FT	PT	Tut	Total
Operations	98	31	---	129
Intelligence	33	19	---	52
Communication	---	---	---	---
Management	---	---	---	---
Clerical	31	47	---	78
Communism	42	---	---	42
Language	27	48	---	75
VLTP	---	---	---	---
Tutorial	---	---	25	25
TOTAL	231	145	25	401

OTR (External Training)

**Week of 30 August - 3 September 1965 -- 72 Agency employees
in 57 external courses
or programs.**

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