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30 September 1966

MEMORANDUM FOR: Director of Training

SUBJECT : Quarterly Report on Language Program--
Third Quarter, Calendar Year 1966

The following report covers the period from 1 July through 23 September 1966. It describes action taken during the current quarter and includes statistics cumulating since the inception of the Agency Language Policy on 1 February 1966.

I. Testing

Language proficiency testing continued during the third quarter on a slightly diminished basis for regular and intensive testing, a result largely of the usual summer lull in testing activity. However, testing of EOD's rose sharply due to the increased influx of new employees during the summer months.

Since the first of the year LTS has conducted a total of 1264 oral proficiency tests and 1126 reading or reading and writing tests. This represents almost as large a testing effort as that achieved during the peak of the Language Awards Program testing drive in 1958 to 1961. The above figures include all categories of testing, i.e., the intensive testing drive, testing of EOD's, overseas returnees, etc.

From the start of the intensive testing program we have been working with the figure of 4069 untested foreign language proficiency claims as the number of claims to be disposed of by the end of 1966. This

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original backlog of 4069 claims was arrived at by a hand count of over 14,000 entries from the 31 December 1965 machine run. From the best hand counted figures available to us 3110 of these claims had been disposed of as of 23 September 1966. Total claims remaining to be disposed of out of the original backlog are 959.

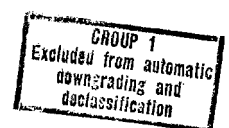
The following figures elaborate somewhat on our intensive testing drive:

Original backlog (8 February 1966):	4069
Total tested through 23 September 1966:	727
Total disclaimed through 23 September 1966:	2074
Resigned, retired, gone overseas or otherwise unavailable:	309
Total disposed of as of 23 September 1966:	3110
Total claims remaining to be disposed of:	959

During the past quarter the number of untested claims to be disposed of has been reduced from 1855 on 22 June 1966 to the current 959.

These latest figures represent a refinement of previously submitted testing statistics, since the latter also included figures not belonging in the original backlog. Although we still use the original backlog of 4069 as the best available figure to work from, the number of discrepancies in untested claims keeps growing with the continuing input into the current machine run of new EOD's, returnees from overseas, etc. We will not have completely accurate figures on all phases of the testing situation until we are able to obtain a special machine run which will sort out all of the disparate elements mentioned above. We expect to have this machine run available in November.

According to the best available figures the intensive testing program is now better than 75%

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completed and should be completed by the target date. From previous experience we estimate that of the 959 remaining claims at least two-thirds will disclaim, leaving LTS with an estimated testing load of 275-325 tests remaining to be conducted out of the original backlog. Included among those remaining to be tested is a hard-core group of employees who have shown themselves to be reluctant to come in for testing. Every effort is being made to spur the "reluctants" to help us complete our task.

II. Language Requirements

a. Position Requirements

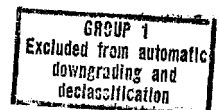
The initial target date of 30 June 1966 for submission of position requirements by the components was extended to 15 July and the total package was not available until 20 August.

Our overall impression is that the components have done a good job in this first attempt at stating position requirements. In many instances the data submitted will have to be checked out with the components concerned for additional data on clarification.

As soon as we have finished processing and confirming the position requirements they will be turned over to the Office of Personnel for a study on the total number of qualified individuals needed to maintain the staffing patterns indicated in the requirements.

A preliminary analysis of the proficiency requirements submitted indicates that the Agency as a whole recorded 2564 position requirements in 56 different languages. Of this total 2079 were for Spoken language proficiencies and 485 for Reading only. Four languages, i.e., French,

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German, Spanish, and Portuguese accounted for 1392 positions, or 54.3% of the total. If Russian is added to the other four, then the five languages account for 68.4% of the total requirements.

The following is a breakdown by components of the position data as submitted:

	<u>Speaking or Speaking-Reading</u>	<u>Reading Only</u>
DDP	1598	159
DDI	171	326
DDS	310*	0
DDS&T	0**	0
Total	2079	485

DDI Requirements are all Headquarters, DDS requirements are all for Field (except OTR). DDP requirements are 242 at Headquarters, 1515 in the Field.

b. Training Requirements

With minor exceptions the submissions on training requirements have been disappointing, since they do not make possible in their present form any orderly prediction of classes which will be required. The Language Development Committee has agreed that estimates of Training Requirements should be submitted twice each year for the succeeding six months. We hope to obtain better results on the next trial, based on our experience the first time around.

*This number contains 201 requirements at the Slight level, which equates with Courtesy Level required of all officers overseas.

**DDS&T reported a very small number of language proficiencies which were desirable, but not stated as requirements.

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III. Issuance of Directives

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The Language Development Committee is working on a draft of Regulation [REDACTED]. Work on the Regulation will continue to occupy most of the Committee's time during the next few meetings, now held about every two weeks.

IV. Buildup of LTS Capabilities

For the first time we have been able to fill the staff T/O of the Language School, with the addition of two new linguists to the staff, one during July and the other in August. Both of these men are contributing substantially to our program at this time.

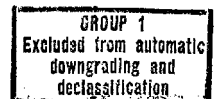
We are also continuing our buildup of instructor personnel, particularly WAE instructors, in anticipation of an increase in full-time students later in FY 1967 and particularly in FY 1968.

During this quarter two of our part-time instructors in French and Italian, were converted to full-time contract instructors. We have also recruited an additional 7 WAE instructors, 2 each in Portuguese and Vietnamese and one each in Arabic, Greek and Spanish.

V. Language Training

After the usual summer decline in enrollments we now have over 200 students in daytime language training at Headquarters, with an additional 42 students studying Spanish in the recently organized extension program at JMWAVE. More than 25% of our students are in full-time training. We are expecting a relatively small number of CT's from the July class for full-time training late this month. One major development during this quarter has been the substantial upsurge in Vietnamese training which we have experienced. We currently have 25 students in full-time training in Vietnamese. Fifteen of these students are in eight-week Vietnamese orientation courses; the remaining ten are in a 26-week sequence designed to produce Intermediate proficiency.

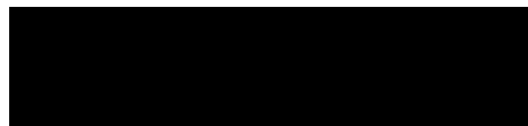
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The new Courtesy-level Language Program (CLP) began on 19 September 1966 with 1 class in French consisting of 6 students. Of the six students in the class 2 could be considered legitimate, i.e., they were enrolled in the class to satisfy the Agency Courtesy Level Policy.

We anticipate more out-of-hours classes in the second semester of the CLP, scheduled for mid-February 1967.



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Chairman, Language
Development Committee

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