

1 September 1966

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Weekly Report of the Office of Training  
1 September 1966

1. Executive Seminars in Planning, Programming, and Budgeting

The Agency's two spaces in the Executive Seminar in Planning, Programming, and Budgeting Course -- University of Maryland,

6 September 1966, will be filled by Messrs. [REDACTED], OCL,

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and [REDACTED], DDP.

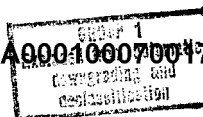
2. JCS-DIA Orientation

Plans for the 27-28 September JCS-DIA Orientation, Headquarters, are underway. A memorandum has been submitted to the Director on the subject along with invitations to the Chairman of the JCS and the Director of DIA.

3. Clerical Orientation Training

During the six-week period 11 July - 19 August 1966, 275 employees were enrolled in Clerical Orientation Training. Except for 1957 when 295 employees were enrolled during a similar six-week period, 1966 is our peak year. The next largest number, 261, were enrolled during the summer 1963.

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4. EOD Training

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██████████, OP, recently appointed Coordinator for EOD Training, met with OTR Registrar personnel on 25 August 1966 to work out procedures for enrolling students in the Intelligence Orientation Course. Unless excused under a blanket exception as determined by the Coordinator, each EOD will be enrolled in an IO Course by the Registrar, OTR, on the basis of information supplied by the Office of Personnel. Individual exemptions must be approved at the Deputy Director level. Reports to the DD/S

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on compliance with ██████████ (being amended in accordance with the recommendations contained in the IG report) will be the responsibility of the Coordinator. The above procedure is effective 29 August 1966.

5. Courtesy Level Language Program

Preparations are underway for the Courtesy Level Language Program, offering off-duty hours language training for employees who require a courtesy level proficiency for a contemplated overseas assignment, but who will be unable to enroll in regularly scheduled language courses. Classes are scheduled to begin in mid-September and will run for twenty weeks each on a spring and fall semester basis.

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6. ██████████

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██████████ Office of Logistics, visited ██████████ on 23

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August to observe work on the Soil-Cement Test Airtrip. Bill was

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impressed with the potential of this type of strip for remote area operations, and was particularly interested in its application in the Delta Area of South Vietnam.

7. National Interdepartmental Seminar

Only four employees are currently scheduled for the 12 September running of the National Interdepartmental Seminar. Despite emphasis placed on the Course by the Clandestine Services, they have nominated only two candidates. [REDACTED] is trying to find other nominees. The Agency's quota for the Course is eight.

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8. Executive Orientation in PPB -- Civil Service Commission

The Agency has been allotted ten spaces in the 12 September running of the Executive Orientation in PPB. At this stage, we have only four employees holding for the course [REDACTED]

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9. Non-Agency Briefings

[REDACTED] SIC, each gave a presentation this week in the Intermediate Course, Internal Defense, NIS. [REDACTED] discussed "Wars of National Liberation," and [REDACTED] covered "Communist Economic Techniques of Indirect Aggression."

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On 24 August at the NSA Training Facility, Fort Meade, Ed [REDACTED] briefed two classes of new NSA employees on the Agency's missions and functions. He also conducted an active question-and-answer

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period with the new professionals following his formal presentation.

*for RJA*  
[Redacted]  
Acting Director of Training

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Attachment - OTR Attendance

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