

SECRET

Approved For Release 2000/08/04 : CIA-RDP78-06202A000100070036-6

31 March 1966

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Weekly Report of the Office of Training  
31 March 1966

1. Defense Management Systems Course, Monterey, Calif.

OTR has been advised by Bert Mogin, DOD, that the Agency may have two slots in the 18 April running of the Defense Management Systems Course at Monterey. John Clarke has been contacted, but he has no candidates for this running. ORR also has been contacted and they are to let us know whether their candidates previously nominated but not selected are available for this running. The Agency has sent five people to the course including the three who went to the special course in November and December.

2. Relationships Between Air Force OSI and CIA

On 14 March officers from the Air Force Office of Special Investigation talked to the Agency Reserve Unit on the Air Force counterintelligence efforts. The officers emphasized that their overseas effort was coordinated with the Agency and they spoke well of the relationships that had been developed between CIA and OSI personnel.

3. Review of Management Training Programs

In reference to my memorandum to Alan Warfield on 21 March regarding the review of external management training programs, the ad hoc committee had its first meeting last week. Efforts were made to identify from

Approved For Release 2000/08/04 : CIA-RDP78-06202A000100070036-6

SECRET

Excluded from automatic  
downgrading and  
declassification

SECRET

Approved For Release 2000/08/04 : CIA-RDP78-06202A000100070036-6

the many programs now utilized by the Agency those best suited for Agency use. It became evident, however, that basic to the problem was the need for more precise statement on Agency policy on management practices and training. Another meeting is scheduled next week.

4. Cancellation of Courses

Because of insufficient enrollments, Supervision Course #92 scheduled for 28 March - 1 April, and Clerical Refresher Training scheduled for 21 March - 15 April were cancelled.

5. Briefing of Georgetown University Students

At the request of the Recruitment Division, OP, [REDACTED] participated in a briefing on 22 March of ten Georgetown University students who are majors in business and international relations. Larry's briefing was on the role of the Agency in the U.S. Government. [REDACTED] OP, briefed the group on career opportunities within CIA. 25X1A

6. Career Training Program

The April class appears to have leveled off at 49 trainees -- 35 externals and 14 internals. For a few days it appeared as though we would break 50 but during the week one candidate already scheduled had to postpone his EOD because of family and business obligations, and two others were ruled out the last minute on security and/or medical factors. Although prospects for July are good, both in numbers of candidates already committed and in total cases in process, optimism must be tempered by recognizing that the period from now through early June will bring the heaviest decline rate in the year.

Approved For Release 2000/08/04 : CIA-RDP78-06202A000100070036-6

SECRET

SECRET

Approved For Release 2000/08/04 : CIA-RDP78-06202A000100070036-6

As the end of the academic year approaches, job offers multiply and up-coming graduates get more and more concerned about employment. OTR will use every available means, including "hot pursuit" and provisional clearances, to hold as many as we can.

7. International Symposium -- Notre Dame University

25X1A

██████████ Chief of Sino-Soviet Studies Group, DDI, has requested that the School of International Communism send an officer to represent the Agency at the International Symposium on "Marx and the Western World" sponsored by the Committee of International Relations of Notre Dame University. This will be at Notre Dame, April 24-29. It will include presentations by four or five key U. S. scholars plus others from Germany, Yugoslavia, France, Czechoslovakia, USSR, and Japan. The Agency representative will not be identified. Tentatively, we have selected ██████████ to attend. 25X1A

8. Inter-American Defense College

25X1A

██████████ pinch-hitting assignment for the DCI at the Inter-American Defense College was reasonably routine and uneventful. The session lasted two and a half hours, with about 40 officers in the class, including four U. S. military and one U. S. Department of State officer. Half of the period was devoted to CIA and its functions -- the other half to Communist "Revolutionary Warfare" potential in Latin America.

9. Use of DODS Material in Operational Curriculum

Carter Yates of DODS conferred with ██████████ on 25 March, with a view toward implementing the Inspector General's recommendation that

Approved For Release 2000/08/04 : CIA-RDP78-06202A000100070036-6

SECRET

SECRET

Approved For Release 2000/08/04 : CIA-RDP78-06202A000100070036-6

certain items of operational experience in the commercial area as acquired by DODS should be worked up into case history form and used by OTR as part of its operational curriculum. Additional meetings are planned in order to attain this goal.

10. Foreign Language Proficiency Testing

To encourage greater participation in the Language Proficiency Testing Program, the Language School has forwarded separate memoranda to each of the Agency's directorates including the Office of the DCI showing the number of individuals in each directorate claiming a proficiency in a foreign language but who have not been tested. Listed by directorate, the following shows the number of employees who claim a proficiency and the number remaining to be tested between now and the end of this calendar year.

<u>Directorate</u>	<u>Number Claiming Proficiency</u>	<u>Number Remaining to be Tested</u>
DDF	[REDACTED]	[REDACTED]
DDI		
DBS&T		
DDS		
O/DCI		
	25X9	25X9

25X9

Of the total [REDACTED] remaining to be tested, experience indicates that at least one third of this number will disclaim a proficiency and therefore will not be tested.

11. Midcareer Executive Development Course

In the recent past, Senior Training Officers and members of the Training Selection Board were contacted to ascertain views on the following questions:

Approved For Release 2000/08/04 : CIA-RDP78-06202A000100070036-6

SECRET

Approved For Release 2000/08/04 : CIA-RDP78-06202A000100070036-6

a. Should the Midcareer Executive Development Course be offered four times per year as opposed to the present arrangement of three runnings per year?

b. Would it be suitable to reduce the Brookings Institution bloc to one week per course and use the time saved to introduce one week of management training, probably the Managerial Grid?

The opinions expressed by the Directorates on the above questions were consistent and unequivocal. There was a decided preference for retaining the schedule of three runnings per year of the Midcareer Executive Development Course. With regard to the second question, the majority opinion was heavily in favor of reducing the Brookings Institution segment to one week per course and substituting therefor one week of management training.

12. OTR Attendance

Internal training attendance for the week of 21-25 March 1966 was 656; external training was 359.

JOHN RICHARDSON

John Richardson  
Director of Training

Attachment - Unclassified NFIC Training Program

Approved For Release 2000/08/04 : CIA-RDP78-06202A000100070036-6

SECRET

SECRET

Approved For Release 2000/08/04 : CIA-RDP78-06202A000100070036-6

Unclassified NPIC Training Program

25X1A

1. [REDACTED] OTR, has been assigned as the Program Officer to establish and supervise the initial course of instruction for the forthcoming unclassified NPIC Training Program, scheduled to begin on 18 April 1966 at 1000 Glebe Road. A Program Officer to administer the Program on a permanent basis has not been assigned.

2. The Office of Training and the National Photographic Interpretation Center have agreed on a program consisting of unclassified EOD Orientation, International Communism, Map Reading, Photo Interpretation to include Photo Techniques and Photogrammetry, Geography of the USSR [REDACTED] 25X1A Effective Writing and Effective Speaking. A complete uninterrupted course of instruction would cover 440 hours of class work. See Attachment A. The course is arranged so that students can be placed into the program at the beginning of each three-, four-, and five-weeks block of instruction. In turn a student may be dropped from the course after completing three-, four-, or five-weeks of instruction. This procedure will make the most effective use of instruction personnel and will also enable the student to receive credit and have placed in his personnel record the successful completion of a course. NPIC has agreed that a student will not be withdrawn once a block of instruction has been started. This may incur a

Approved For Release 2000/08/04 : CIA-RDP78-06202A000100070036-6

SECRET

Excluded from automatic  
downgrading and  
declassification

**SECRET**

Approved For Release 2000/08/04 : CIA-RDP78-06202A000100070036-6

delay in reporting for his permanent position by approximately two weeks.

3. Details of the initial course of instruction are outlined in Attachment B. The Orientation, A&E Testing, International Communism, Map Reading and Photo Interpretation will be presented by OTR and NPIC personnel. It is planned that the Speaking, Writing and Geography courses will be conducted by contract personnel, preferably Agency retirees. A memorandum to this effect has been written to OP/RRPD, who have already submitted a list of possible applicants for OTR consideration. OTR will begin preliminary interviews for contract personnel on or about 1 April 1966. However, a decision is yet to be made to determine whether OTR or NPIC will be responsible for the costs involved.

4. A previous unclassified training program was run for NPIC in 1963. Twenty eight students participated in this program. Three of the employees completed the three-month program; thirteen were withdrawn as clearances were completed; two resigned during the program; and ten were in the program at the end of the three month period. This history is reported to show the uncertainty of such a program.

5. Some of the objections and problems of the 1963 program have been taken into consideration; at the present time all contingencies cannot be covered. It is essential that OTR and NPIC maintain close liaison in order to adapt or change the course as deemed necessary. OTR will do its part in seeing that the course is interesting and meets the requirements and needs of the National Photographic Interpretation Center.

Approved For Release 2000/08/04 : CIA-RDP78-06202A000100070036-6

**SECRET**





SECRET

Approved For Release 2000/08/04 : CIA-RDP78-06202A000100070036-6

Attachment B

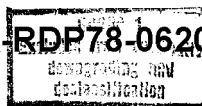
OFFICE OF TRAINING  
UNCLASSIFIED TRAINING PROGRAM

TRAINING PROGRAM SCHEDULE

<u>No. of Class Days</u>	<u>Date</u>	<u>Time</u>	<u>Subject</u>
1	18 April	0900-1630	Administration
1	19 April	0900-1630	A&E Staff Testing
1	20 April	0900-1630	Orientation
1	21 April	0900-1630	Selected Intelligence Reading Assignments
1	22 April	0900-1630	Written Assignments and Discussion of Intelligence Community
10	25 April-6 May	0900-1630	International Communism
1	9 May	0900-1630	Administration
1	10 May	0900-1630	A&E Staff Testing
1	11 May	0900-1630	Orientation
1	12 May	0900-1630	Selected Intelligence Reading Assignments
1	13 May	0900-1630	Written Assignment and Discussion of Intelligence Community
10	16-27 May	0900-1630	Map Reading (Exercise and Field Trips)
9	31 May-10 June	0900-1630	Photo Interpretation, Photo Techniques and Exercise

Approved For Release 2000/08/04 : CIA-RDP78-06202A000100070036-6

SECRET



SECRET

Approved For Release 2000/08/04 : CIA-RDP78-06202A000100070036-6

<u>No. of Class Days</u>	<u>Date</u>	<u>Time</u>	<u>Subject</u>
1	13 June	0900-1630	Administration
1	14 June	0900-1630	A&E Staff Testing
1	15 June	0900-1630	Orientation
1	16 June	0900-1630	Selected Intelligence Reading Assignments
1	17 June	0900-1630	Written Assignment and Discussion of Intelligence Community
10	20 June-1 July	0900-1630	Geography of the USSR [REDACTED] 25X1A
1	5 July	0900-1630	Administration
1	6 July	0900-1630	A&E Staff Testing
1	7 July	0900-1630	Orientation
1	8 July	0900-1630	Selected Intelligence Reading Assignments and Written Assignment
5	11-15 July	0900-1630	Effective Speaking
5	18-22 July	0900-1630	Effective Writing

Program is repeated from  
this point forward.

Approved For Release 2000/08/04 : CIA-RDP78-06202A000100070036-6

SECRET

