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10 March 1966

MEMORANDUM FOR: Deputy Director for Support

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

1. Intelligence Production Course

On 1 March J. Patrick Coyne, Executive Secretary of the President's Foreign Intelligence Advisory Board, briefed the CTs in the Intelligence Production Course. During the course of the briefing, Mr. Coyne gave high praise to CIA for its recent estimates and evaluations of probable developments in [REDACTED]. He specifically commended

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the DDP collectors and the DDI analysts. Others who briefed the CT group on the same day were Bruce Lowe, Assistant Secretary of the USIB; [REDACTED]

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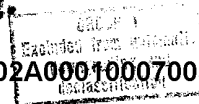
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[REDACTED]; and Allan Evans, Deputy Director for Research, Bureau of Intelligence and Research, Department of State.

2. DCI's and DDCI's Appearances before the JCS-DIA Orientation Class

On 15 March at 0930 the DDCI will welcome the students enrolled in the JCS-DIA Orientation Course. On 16 March at 1630 the DCI will close the two-day course with appropriate remarks. The course will be held at 1A-07 Headquarters Building.

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3. Non-Agency Briefings

During the period 25 February - 3 March, three non-Agency briefings were given: 25 February, 30 AID personnel, by [REDACTED] on the Agency's mission and function; 1 March, 50 State Department personnel, by [REDACTED], on the Agency's mission and function; and 3 March, a DDP contract scientist, by [REDACTED] in a local motel, on the intelligence Community and the Agency's role.

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4. National Interdepartmental Seminar

Because [REDACTED] was on sick leave, [REDACTED] of the Plans and Policy Staff, handcarried a list of the Agency's nominees for the 24th Session of the NIS to Mr. Blackerby, the NIS Administrative Officer, on 8 March. Ambassador Kidder and Mr. Gordon Mattison, Deputy Coordinator, came in while she was there and when the Ambassador reviewed the list he said he was very pleased with our nominees. According to [REDACTED] Mr. Mattison indicated that he had served overseas with [REDACTED] and saw John's fine hand in the selections.

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5. Personnel Assignments

[REDACTED] Deputy Registrar and Executive Secretary of the Training Selection Board, has been selected for assignment to the [REDACTED] Station as Deputy Support Chief. He will report to the Division on 21 March. Elmer will be replaced by [REDACTED] of the Plans and Policy Staff.

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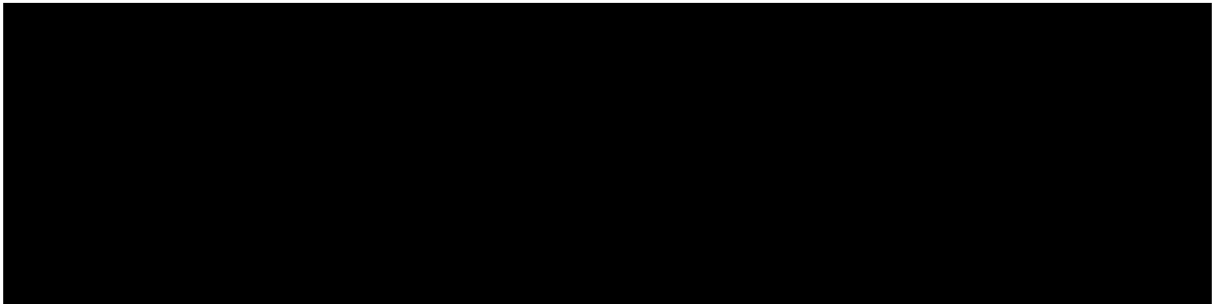
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6. Meeting of DDS Training Officers

A meeting of DDS Training Officers was held on 23 February in the Director of Training's Conference Room. In attendance were Henry



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The group agreed that the meeting was beneficial and that it would be desirable to have similar meetings in the future. [redacted] and 25X1A a member of the Registrar Staff will work out future scheduling. Meetings of DDI, DDP, and DDS&T training officers will be held in like fashion if the demand warrants.

7. DDP's "Nine Points" for Operational Improvement

During the past week both the Operations School and the Intelligence School have been reviewing the DDP's "Nine Point" program to identify present coverage or desired further coverage of these points in OTR courses. Points 1, 2, 3, and 8 are given some coverage in Intelligence School courses -- [redacted] (point 1), the Soviet Union (point 2), and Counterinsurgency (point 3) in the Intelligence Review Course; and [redacted] (point 8) in the Intelligence Orientation, Introduction to Intelligence, Intelligence Techniques, and Intelligence Production Courses. The Operations School will make an attempt to include

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all of the nine points in both the Chiefs of Station Seminar and the Clandestine Services Review Course.

8. ADP Control and Management Courses

The Office of Logistics has been requested to set up a one-year contract with Brandon Applied Systems, Inc. for presentation of courses on "ADP Control and Management." (See Special Report attached.)

9. Language Testing

The oral proficiency testing program is now gathering momentum. Since the program's beginning on 5 February 1966, 107 persons have been tested. A review of the machine run on language qualification covering all persons presently assigned to the Headquarters area indicates a total of [REDACTED] untested persons claiming some degree of oral proficiency in a language. Of these, only [REDACTED] claim a proficiency of intermediate or better. We estimate that at least one third will disclaim their previously claimed proficiencies. Monthly reports will be sent to senior training officers on the status of the testing with respect to their components.

10. Personnel Statistics on DIA

[REDACTED] Assistant Chief of Staff for Plans, DIA, revealed to the Advanced Intelligence Course some personnel totals which might be of interest. According to [REDACTED] the Director of DIA, General Carroll, is directly responsible for approximately

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25X9 over 9 buildings -- and for [REDACTED] employees in the Defense Attache system. General Whitney predicted that the combined total would soon

25X1A exceed [REDACTED]. Total intelligence personnel for the military is now

25X9 [REDACTED]. The DIA Production Center remains the largest -- [REDACTED] 25X9 employees at present.

25X1A [REDACTED] expressed high satisfaction with overall progress in DIA to date, with one exception -- ADP still is a problem but DIA is looking to the "Knex Panel" in the White House for guidance and assistance.

Very complimentary remarks were made by [REDACTED] about 25X1A the cooperation [REDACTED], from DDP. The speaker noted that the two of them had consistently voted in tandem on various issues.

11. Programmed Instruction

25X1A [REDACTED], ORD/DDS&T, reports that he has been interviewing possible candidates for the job of adviser on Programmed Instruction matters. He has found two likely candidates, but before positive action is taken to contract anyone, [REDACTED] wants OTR to look at the individual.

25X1A One of the men, from a Boston firm, has done some work for [REDACTED] 25X1A before.

Other matters concerning Programmed Instruction -- [REDACTED] 25X1A met with [REDACTED] on 4 March to discuss Mike's work with Pat

25X1A [REDACTED] on programming tradecraft. [REDACTED] has completed her 25X1A

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chores as laid out for her by Matt Baird, has files set up, and has materials drawn from the Ofiesh\* book ready to be forwarded to appropriate components. This week, she is enrolled in the Programmed Instructional Workshop being held at the Marriott Motel.

**John Richardson**  
Director of Training

**Attachment - Automatic Data Processing Management and Control**

\* Gabriel D. Ofiesh - Programmed Instruction, A Guide for Management.

Matt Baird believes Chapters 1-3 to be a good orientation for the neophyte in Programmed Instruction

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Automatic Data Processing Management Control

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At the request of [redacted], Chief, DDP Systems Group, and [redacted], Chief, DDP/RID, the Office of Training has requested the Office of Logistics to negotiate a contract with Brandon Applied Systems, Inc., a New York firm, to present courses on "Automatic Data Processing Management and Control" for Agency personnel on Agency premises. The first offering of this course is tentatively scheduled for 16 May 1966.

The rationale for providing such a course is a recognition by managers of ADP activities of their need for professional outside advice on approaches to systems analysis, computer operations control techniques, and programming and operations standards. Additional insight is needed regarding objective measurements of the performance of ADP personnel. The Agency has been using various outside ADP training facilities such as the Civil Service Commission, IBM, and the Department of Defense Computer Institute, but in no case are these offerings precisely responsive to Agency interests and needs. A meeting was held on 18 February 1966 with Brandon, Inc. to explore its capability to meet the Agency's need for advanced training in the ADP field. CIA participants at the

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meeting were Messrs. [redacted] (DDS&T/OCS), [redacted] (NPIC), and [redacted]. Subsequently, as agreed to at the meeting,

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Brandon submitted an outline for a five-day course, tailored to meet the needs of the Agency. He offered the course on a one-time basis at a fee of \$3,400 plus out-of-pocket expenses of approximately \$900 for reproduction of material, travel, and subsistence. Other runnings of the course would be offered as requested for \$1,750 plus out-of-pocket expenses. With a maximum enrollment of 50, the per capita cost for the first running would be \$86, and \$53 for subsequent courses. A shorter but similar course at CSC costs \$135 per student. All concerned agreed that the course as proposed by Brandon was satisfactory and that arrangements should be made with Brandon Systems Inc. to give the course on Agency premises.

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██████████ has 50 persons for training now and anticipates approximately 20 a year thereafter. The first course will be in response primarily to the needs of the Clandestine Services but subsequent courses will include personnel from NPIC, OCS, and other Agency components as required. A meeting is scheduled for 22 March with Brandon course instructors to finalize course content and to develop a course syllabus.

Dick H. Brandon's Professional Resume Attached

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