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9 September 1974

MEMORANDUM FOR: Members of the Curriculum Committee

SUBJECT : Curriculum Committee Meeting -  
12 September 1974

1. The Curriculum Committee will meet on  
12 September 1974 in the DTR conference room at 0930 hours.

2. Agenda

Headquarters Operations Training  
(████████) - 1 1/2 hours

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Chairman, Curriculum Committee

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12 September 1974

MEMORANDUM FOR: Members of the Curriculum Committee

SUBJECT : Minutes of the 12 September 1974 Meeting  
of the Curriculum Committee

1. On 12 September 1974 the Curriculum Committee met in the DTR conference room at 0930 hours. Present were

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2. The minutes of the previous meeting were approved without discussion.

3. The chairman briefed the Committee on the formation of a task force consisting of [REDACTED] and [REDACTED] who will evaluate the training of Career Trainees. He noted that the task force will brief the entire Curriculum Committee at a later date, and that the Curriculum Committee will make recommendations on CT curriculum to the Director of Training. The chairman suggested that the next meeting scheduled for the 19th of September not be held because the proposed agenda items--the Off Campus Program, and special programs of the Intelligence Institute are not matters of immediate concern to the Committee. Committee members agreed to this recommendation. The chairman further recommended that the Committee meet next on 26 September and receive a briefing on the [REDACTED] paper as a prelude to the work of the above-mentioned task force.

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4. Mr. [REDACTED] briefed the Committee on a number of the Headquarters operations training courses. He noted that these courses are given by Messrs. [REDACTED]

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a. Anti-Narcotics Operations Course - [REDACTED] noted that the upcoming running of the Anti-Narcotics Operations course will be the fourth running. It runs two times a year and has from 12 to 20 students per course running. The course lasts a week and consists primarily of three days of briefings on the narcotics problem, narcotics as an intelligence collection problem, and is followed by a two-day period in which the students analyze real narcotics cases from their own organizations.

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The Committee reviewed courses which have presentations in narcotics; these were identified as the IWA, BOC, AOC, Midcareer, Senior Seminar, and Chiefs of Station Seminar. The Committee carefully examined each presentation and determined that there is probably not overlap in coverage or audience.

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b. DO Orientation for DDS&T - [redacted] noted that this course began in 1966 at the request of the DDS&T. The purpose of the program is to brief DDS&T officers on DDO activities. It was noted that this is the only course where OTR seems to be acting as a broker or course arranger between two different directorates, that is, DDS&T and DDO. [redacted] noted that the course is run twice yearly, and that each course has about 15 officers in attendance. The course lasts a week and is run at [redacted] Headquarters. In the final days of the course, case histories of DDO operations involving DDS&T targets are used as a basis for discussion. A special program is presented in the DDS&T Career Development Program, which is comparable to the regular course. The question was raised as to whether the coverage of the DDO in the IWA is an overlap or a conflict with the presentation on the DDO in the Career Development offering. [redacted] stated that he will examine this question and make any appropriate adjustments that are required.

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c. Operations Indoctrinations for OTS - This course was developed at the request of [redacted] several years ago at a time when the Operations Familiarization Course was dropped. At that time TSD, now OTS, did not feel that the Operations Support course would satisfactorily meet the requirements of their personnel. The present course consists mainly of training OTS personnel in certain basic tradecraft activities, such as [redacted]

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[redacted] as well as giving them a general familiarization with operations activities. The course has run twice a year with about 10 or 12 students each running. The course has lasted anywhere from nine days to two weeks.

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[redacted] indicated that in his opinion the OTS personnel could very readily be accommodated in the present Operations Support course at the [redacted]

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[redacted]. The Ops Support course has been revised in the past year, and [redacted] feels that it more accurately reflects the interest of the OTS. The Committee recommended that [redacted] approach the OTS training people and recommend that in the future OTS

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personnel be sent to the Ops Support course rather than offering them a special program. There is a distinct advantage to this in that the Operations Support course runs six times a year, and special briefings could be arranged for the OTS people with OTS technicians assigned to the [REDACTED]

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d. Operations Records - [REDACTED] outlined the three programs noting that OR I is a two-day course given six to seven times a year for all DDO personnel. It is essentially an orientation to the records system of the DDO. OR II, which lasts five days and runs six or seven times a year, is basically a course in biographic research or name trace activity in the DDO. [REDACTED]

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noted that [REDACTED] the present AF Records Officer, will be assigned to OTR to replace [REDACTED] when [REDACTED]

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[REDACTED] retires in the spring of next year. At that time [REDACTED] will ask [REDACTED] to rework the course in

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light of the changes which are taking place in DDO records. A recommendation was made that all instructors

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who go to the [REDACTED] ought to be given the Records course as a prerequisite comparable to their training in Instructional Techniques. The

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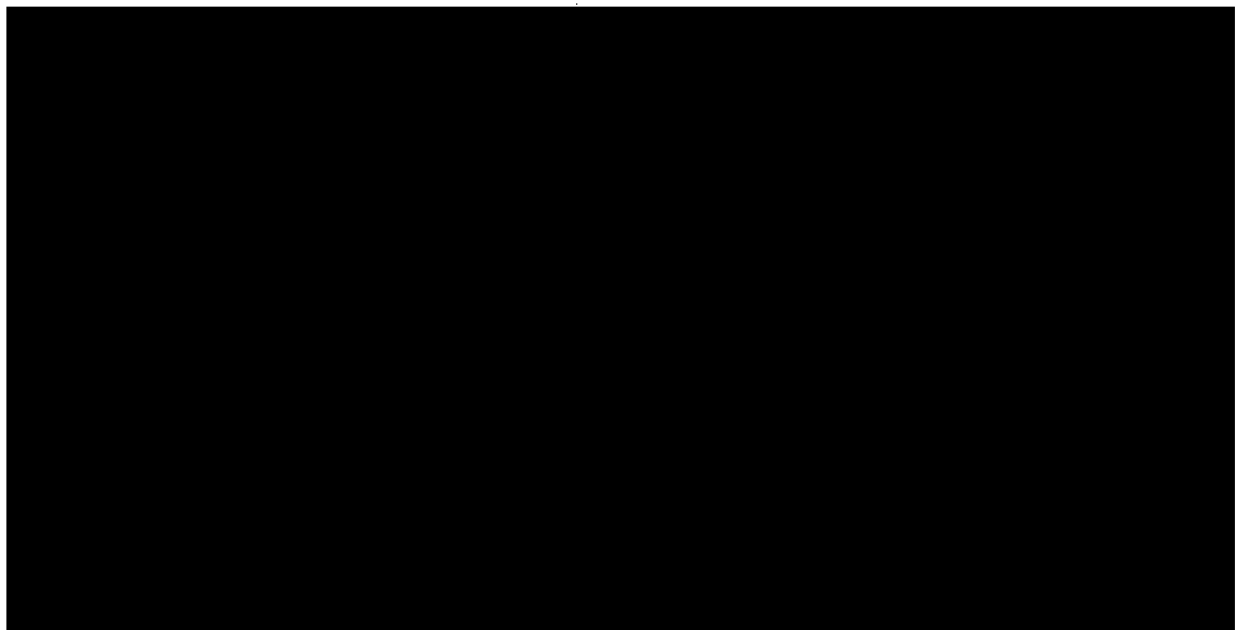
Committee agreed with this recommendation. [REDACTED] commented that [REDACTED] felt that there is some need

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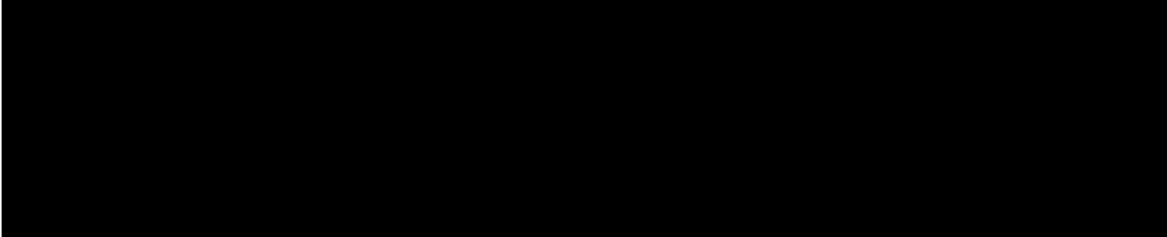
for a course in field records. There was some discussion about the feasibility of preparing a unit of self-study materials for this purpose. [REDACTED] noted that such

materials would also be useful in the Operations Support course. [REDACTED] will study the feasibility of preparing such a unit.

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5. Instructor Training -- The chairman raised the question to the members as to whether all OTR instructors should be given the Instructor Training course when they are assigned to OTR. After some discussion it was agreed that there are different needs in different schools, and that the Instructor Training Workshop mainly satisfies the needs of instructors who are engaged in one or another form of skills training. The group recognized that instructors who run orientation programs or are principally arrangers or course managers need a different kind of training program. However, all felt that new instructors should be given some sort of briefing on how to organize courses, describe and identify objectives, etc.



Chief, Plans & Development Staff

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