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OPTIONAL FORM NO. 10

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UNITED STATES GOVERNMENT

Memorandum

TO : Chief, Plans and Policy Staff

DATE: 5 August 1965

FROM : Chief, Language Training School

SUBJECT: Fiscal Year 1967 Budget Information --
Language Training School

1. The Language Training School has as its main function the providing of in-house language training capability geared to the needs of all categories of Agency personnel, where in-house training is required by considerations of covert security, specialized needs, or in cases where training of the type required is not otherwise available. This is accomplished in a highly varied program of full-time and part-time courses and tutorial instruction. Part-time training is conducted before, during, and after duty hours. Training activities range from familiarization programs of a few hours in length to full-time intensive training of case officers, covert training of staff and contract agents, including instruction in English as a foreign language.

2. The major non-teaching function of the Language Training School is the furnishing of foreign language proficiency testing services for the Agency.

3. In addition we operate language laboratories and a library of language and general area books, supply tape recordings and text materials to support language training activities in the field and maintain a group of personnel highly proficient in various foreign languages who are frequently of use to other Agency components for transliteration, translation, interpreting, and research projects requiring linguistic skills.

4. Language Training is conducted by a highly professional and flexible staff consisting of 9 professional staff employees, 9 technical and clerical employees, and 16 full-time and 4 part-time contract instructors. The contract instructors are native speakers of various foreign languages.

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This staff is supplemented at present by 35 instructors who are paid an hourly rate when actually employed. A total of 55 hourly rate employees are available to us if needed. Classes held outside of duty hours are taught by Agency staff employees who have the necessary linguistic skills, supervised and supported by the Language Training School. In this staff are represented capabilities for teaching 50 languages and other capabilities can be acquired as needed.

5. In Fiscal Year 1965 a total of 757 individuals were in training in 22 languages in various programs of the Language Training School. Part-time training made up almost 75% of total training. During the year we engaged in a total of 314 separate teaching projects, each of which had to be supported, and supervised. 63,548 hours of teaching were accomplished in all of our projects. The level of language proficiency testing in Fiscal Year 1965 was 313 written proficiency tests administered and 280 oral tests in 24 languages. In Fiscal Year 1966 we are experiencing an upswing in language proficiency testing. As the first step in achieving a more effective policy on language proficiency the Clandestine Services are making a concerted effort to have tested all those individuals who have claimed a proficiency but who have not yet been tested. As a result of this effort we will be called upon to complete approximately 800 extra oral proficiency tests by 1 January 1966. The cost of this extra testing, which was not specifically budgeted for, can probably be absorbed completely in the budget for hourly rate contract employees. In addition to teaching and testing activities we supplied language training texts and tapes in response to 61 requests during the fiscal year, plus extensive advisory work in setting up language training facilities

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