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24 April 1970

MEMORANDUM FOR: Director of Training

SUBJECT: Weekly Activities Report No. 17
20 - 24 April 1970

1. External language cases continue at a fairly steady pace -- not so much in volume, but each one requiring much staffing between the component, CCS, and OTR. Several from the Clandestine Service this week are worthy of note, however, involving the NE and WH Divisions. NE is requesting approval for an operations officer to be enrolled [redacted] at the Foreign Service Institute; class begins 9 September 1970. Inasmuch as LS/TR can handle the requirement at that time, and the FSI course will cost approximately \$4,500, we did not approve the request. An additional factor is the case of an NE employee who has been [redacted] training at the FSI since September 1969 and has consistently reported his dissatisfaction with the training being received. Our latest report [redacted] is that Chief, NE is submitting a memo of justification for using FSI in this case, based on "sensitive cover" reasons.

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The WH cases, which have so far been only telephonic inquiries from the Training Assistant, concern one employee scheduled to take French, who does not wish to study at LS/TR because of the "depressing atmosphere" of the School's physical plant (LS is starting a French class at the same time as FSI's; latter will cost \$1,800!) The second inquiry concerned Portuguese -- again a wish to enroll at FSI when LS can handle the requirement within two weeks of the FSI starting date. Chief, LS has been apprised of the above cases.

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GROUP 1
Excluded from automatic
downgrading and
declassification

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2. [REDACTED] Chief, Plans and Policy Staff, Office of Finance, will be the Agency's next representative in the Brookings Institution's Conference for Federal Executives on Business Operations. It will be held in Cleveland, Ohio, beginning 17 May.

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3. Enrollment for the next National Interdepartmental Seminar (18 May) still stands at five: 3, DDI; 1 DDS/OF; and 1 OTR [REDACTED] - D Carecrist). Final rosters must be submitted to the Coordinator by next week.

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[REDACTED] has been contacted regarding the lack of a nominee(s) from the CS. He is having difficulty finding students because of pressure for other courses (e.g., Advanced Operations Course (PDP), etc.).

4. Input into the Foreign Service Institute's Area Seminars during this period:

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Africa - Sub Sahara - 1, OCI; Communist China - 1, CRS;
East Asia - 3, NPIC; Latin America - 1, [REDACTED] Near
East & North Africa - 1, [REDACTED] Southeast Asia - 2, NPIC,
1, OBGI.

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5. This has been a busy week regarding Department of Defense quota weapons courses: seven Agency employees (2 - NPIC, 1 - FMSAC, 1 - OSI, 1 - DCS, 1 - O/DDI, 1 - OSR, [REDACTED] GS-16) are attending the Nuclear Weapons Advanced Orientation at Sandia Base, New Mexico; two (NPIC and IRS) are at the Ballistic Missile Staff Course, Vandenberg Air Force Base; two OS employees have been enrolled in the Industrial Security Orientation, Ft. Holabird, beginning 5 May; and two DDI [REDACTED] and OER) employees will be attending the Defense Supply Agency's Petroleum Indoctrination Course in Tulsa, Oklahoma (jointly conducted with the American Petroleum Institute) (5 May).

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6. Many manhours have been spent in the past several weeks processing error transactions ("kick-outs") in connection with our input through OCS into the Agency Training Record. 366 items have been manually processed; these have been increasingly complicated for several reasons. The main one being changes in OCS's requirements caused by OCS's reprogramming of the edit routine. Hopefully, in time, and with adjustments in AIR to cope with the revised system, the transactions will drop in volume and adapt to routine processing.

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We have also completed a polling, conducted at OCS's request, of OTR requirements for enrollment in OCS-conducted and OCS-contractual courses for FY 71. The final tabulation shows a total of 25 employees for the following courses: ADP Orientation (Phase I & II), 14-1, 5-11, APL 360, 2; Interactive Course, 3; Brandon Corporation's Systems Analysis "in-house" course, 1.

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7. [REDACTED] GS-17, DDI/ASPIN, has been enrolled in two courses conducted by the Control Data Corporation: Data Base and File Organization, 19 - 21 May; and the Mini-Computer-Impact on the '70s, 10 - 12 June.

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8. One of our students at the Naval War College, [REDACTED] OSR, called for approval for publication of his thesis in the Naval War College Review. The title, [REDACTED] 25X1A9a [REDACTED] had already been cleared with OS/EAB and OSR, but quick approval was needed on a rough draft of the paper since the request is for publication in the June Issue of the Review. Appropriate clearances and approvals were secured, and the thesis will be published as requested.

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9. During this reporting period, the transfer of college and university catalogues from AIR to the OTR Library was completed. To make space for these documents, [REDACTED] 25X1A9a [REDACTED] spent much time shifting documents and discarding out-dated reading material. As a result, the books fit into the space and there is room for expansion.

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10. [REDACTED] is assisting [REDACTED] with the next SVNOC and is pulling together background reading material for his students. 25X1A9a 25X1A9a

[REDACTED]

Chief
Instructional Support Staff