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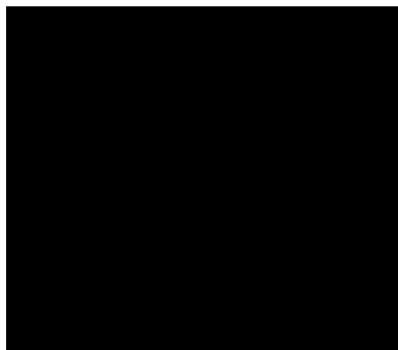
4 January 1971

MEMORANDUM FOR: Director of Training

SUBJECT: Weekly Activities Report No. 52
28 - 31 December 1970

1. There are nine nominees for the National Interdepartmental Seminar beginning 11 January 1971. They are:

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GS-14	OER
GS-15	IG
GS-13	AF
GS-15	OC
GS-16	OEL
GS-13	OS
GS-14	OP
GS-14	OL
GS-14	FE

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[Redacted] has been withdrawn. The briefing is scheduled for 7 January at 1400 hours in Room 1 A 13, Headquarters.

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In a conversation with [Redacted] Training Officer, O/DCI, he mentioned that Col. White had personally approved the IG nominee and also six others -- three for the March running (ONE, PPB, IG) and three for May (IG, ONE, OGC).

2. The Survey of Intelligence Information Systems Course begins at the Information Science Center (DIS) on 11 January 1971. We have eight candidates: six from NPIC, and one each from OSR and OER. We have been in touch with [Redacted] IPC, and [Redacted] on these nominations.

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3. Mr. Lawrence Houston, General Counsel, received a letter from Anthony L. Mondello, General Counsel of the Civil Service Commission, announcing a new course, Institute for New Government Attorneys. The Institute is for attorneys with approximately two years or less of Government service. Its purpose is to provide an understanding of major Federal legal problems, policies, and programs with particular attention to the interrelationship of responsibilities and actions of the various agencies. Attorney General Mitchell, who will be the keynote speaker, endorsed this Institute in a recent letter to agency heads. This running is scheduled for 19 - 21 January 1971 and the Agency will have one candidate: [REDACTED] GS-13, OGC. 25X1A9a

4. Four Agency employees will be going to Kings Point on 17 January to attend a two-week seminar entitled "International Affairs and Federal Operation." The attendees are: John [REDACTED] 25X1A9a

5. The National Security Agency training course Survey of Manual Crypto Systems, 4 January - 2 February 1971, will be attended by [REDACTED] 25X1A9a

25X1A9a Mr. [REDACTED] Chief, Career Management and Training Staff, OC, has requested us to secure two spaces in each running of NSA's Communication Signal Analysis Course (SA-106) during fiscal years 1972 through 1977. The additional spaces are needed because of a sharp increase in the requirement for personnel trained in non-Morse signal analysis.

6. RID expends a great deal of money each year for IBM training. They are now experimenting with similar "free" courses given at NSA. If the experiment is successful, RID should realize substantial savings in spite of paying mileage. Three RID employees will attend two courses this month.

7. Two Agency employees have been enrolled in the next Department of Defense Computer Institute's Senior Executive Course (18 - 22 January). One is [REDACTED] GS-18, Deputy to the Director for National Intelligence Programs Evaluation, 25X1A9a and the second is Mr. [REDACTED] GS-16, Deputy Chief, 25X1A9a [REDACTED] OC. [REDACTED] 25X1C4a in both cases to permit attendance.

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8. Beginning with fiscal year 1971, a flat fee of \$10.00 will be charged for all Archives and Records Management Courses given by GSA. Previously, there was no cost of this type for training. Chief, RMS has been notified.

9. In addition to the seven spaces originally allocated by DASA for the Nuclear Weapons Orientation Advanced Course, starting 10 January at Sandia Base, we had to request two additional spaces because of a sudden TSD requirement. (One of our students in this running is Mr. [REDACTED] GS-16, Deputy, European Division, OCI. 25X1A9a

10. The Instructor Training Branch had a request for an Instructor Training Workshop for two instructors in Admin Training, Support School. An attempt is being made to arrange a Workshop 25 January - 3 February, when those two instructors will be available. A third person, from the Clerical Training Staff, can also attend then. In order to reach a bare minimum of five for the Workshop, we have contacted [REDACTED] 25X1A8a
Operations School; [REDACTED] All have instructors 25X1A6b
who have not attended an Instructor Training Workshop, but no one is available 25 January - 3 February because of their teaching schedules. When the TSD Training Officer returns from leave on 11 January, we will see if TSD would like to enroll anyone in this class. Unless circumstances change to enable new instructors to attend the January running, the next date to be considered for OTR instructors is 15 March.

[REDACTED] 25X1A9a

Chief
Instructional Support Staff

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