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SS

16 April 1971

MEMORANDUM FOR: Director of Training

SUBJECT: Weekly Activities Report No. 15
12 - 16 April 1971

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1. The 3 May National Interdepartmental Seminar enrollment stands at seven. [redacted] designated COS [redacted] is the 25X1A6a latest applicant.

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2. A special one-week course being conducted locally by the [redacted] called "Radar Signal Processing and Clutter" has drawn five applicants from OEL, OSI, and OC.

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3. Our Annual Training Assistant's Workshop was held on 13 April from 0900 to 1600 hours. We had a record attendance -- 33. Component breakdown: DDS, OP, OTR - 6, OS, OC, SSS; DDI, DCS, CRS, NPIC, IAS, OSR, OER; DDP, DO, FE, [redacted], 25X1A8a TSD, [redacted], CI, FI, EUR; DDS&T, OSI, OCS, FMSAC, O/DDS&T, OSA; and O/DCI, O/DCI, O/PPB. Grade range was GS-05 to GS-12. (Some of the GS-10s - 12s hold the job of Training Officer in their offices and will attend our Training Officers Orientation when it is conducted. Several GS-04s and 03s from OTR components also attended as an orientation aid. It was a lively, interesting, and receptive group, and all seemed appreciative of our efforts in making the "Workshop" meaningful and informative. OP, DCS, & OC have called with thank yous and compliments on the organization and content. Participants were: [redacted] (coordinator), 25X1A9a

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GROUP 1
Excluded from automatic
downgrading and
declassification

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4. Area seminars at the Foreign Service Institute (FSI) begin again on 19 April. We have enrolled an NPIC employee in the Africa, Sub-Sahara Seminar; two [REDACTED] and one NPIC employee in Near East and North Africa; and two [REDACTED] and one OBI employee in the Southeast Asia Seminar. All were briefed in AIR on 15 April.

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5. The Defense Supply Agency, in conjunction with the American Petroleum Institute, will be conducting a Defense Petroleum Indoctrination Course in Houston, Texas from 24 through 28 May. This course is geared for people occupying positions in which a general knowledge of the over-all operations of the petroleum industry would be of value. It is only given twice a year at various locations throughout the U.S. The DDI Senior Training Officer has been contacted regarding nominees for the two spaces allocated the Agency.

6. A search is still on to obtain a candidate for the 3 May DODCI Senior Executive Course. O/DCI and DDS do not have a nominee this time, and DDI and the CS are now checking for a possible candidate. (Grade level is GS-16 and up; no cost.)

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7. [REDACTED] attended the 20th Annual Convention of the American Personnel and Guidance Association in Atlantic City, New Jersey, from 4 - 8 April. The theme of the convention was "Human Rights -- Our Concern for Change." Among the 500 sessions, there were many which had direct pertinence to problems encountered in our counseling service. Ruth feels that attendance at the convention was worthwhile and information obtained will give her useful guidance in the future. Specific meetings attended will be reported on in more detail.

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8. [REDACTED] attended the Annual Convention of the National Society for Programmed Instruction and has prepared a summary which is available to those interested.

9. For the quarter ending 31 March 1971, the number of items prepared for input into the Agency Training Record totaled 3,082. Of these, 654 were external entries and 2,428 were internal. We received our error listings and were delighted to find that of the total, only 59 items will require corrections and re-input. This is our best record to date in input/error transactions ("kick-outs"); we (and OCS) are pleased at the improvement.

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10. [redacted] OGC, started a special legal training program on 12 April. It is being sponsored by the Institute for Court Management (Headquarters in Denver, Colorado) and has the strong endorsement of Attorney General Mitchell. Only twenty Government lawyers have been selected.

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[redacted] nomination by Mr. Houston was approved by Col. White. The first two weeks will involve study of various judicial systems and courts at the county and state level.

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[redacted] will be at the Arlington County Courthouse in Arlington. From mid-June to mid-August the group will be in Aspen, Colorado. Also involved are round trips from Aspen to Washington and Miami. Tuition will be approximately \$2,500. We will meet with

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[redacted] this week, at which time we should have the back-up information needed to cut the travel order, estimate per diem, etc.

11. The OC Training Officer contacted AIR this week to discuss a special training requirement and to alert us that a memorandum will be coming to the DDS and/or the DTR from the Director, OC, with a request for assistance in meeting this priority requirement. A newly designed piece of equipment, ACT-I (Automatic Communication Terminal), developed under contract [redacted] is presently being installed in the Signal Center and will be operational in the fall. Its major function is to scan cables automatically and determine distribution, etc. In line with this, it was necessary for Commo's Security Division to design a new cable form to be compatible with ACT-I's design. This has been completed; now each secretary and/or typist must receive special training in the preparation of this form. In view of the large number and wide dispersion of typists who need this training, it looks like a perfect situation to use programmed instruction. There appears to be time to develop a program. Commo estimates it would take two days for training using conventional methods. Programmed Instruction would probably use less time and can be taken to the student. An investment of time and effort on a program would appear worthwhile since the system appears to be one which will be used from now on. I recommend we discuss the possibility with the Office of Communications.

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12. For the past 30 days we have kept a record of the number of persons using the Library. We have serviced at least 904 persons within this period. We have also checked out 123 books, which includes loan requests from Headquarters and other buildings. There are an average of two calls a day for information from the college catalogs and 20 of the catalogs are out on loan at any given time.

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13. At the request of SIWA and Mr. [REDACTED]

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[REDACTED] called [REDACTED] to let him know that OTR is not interested in entering into a contract at this time for planning and presenting high-level briefings. [REDACTED] met with OTR representatives on 29 March to present his company's capabilities in the area of assisting with planning and presenting briefings.) Nancy said that OTR would keep [REDACTED] in mind in case we received requests from a higher level for assistance in presenting briefings.

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14. [REDACTED] met with Brad

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[REDACTED] and members of his NPIC Support Staff to discuss filming Mr. Arthur Lundahl's presentation on NPIC. Smitty and Frank will use Mr. Lundahl's talk to the Midcareer Course on 26 April as a dry run of the actual filming to be done in mid-May. The finished film will probably consist of two 45-minute segments.

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15. [REDACTED] OS at [REDACTED] asked [REDACTED]

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to spend an afternoon demonstrating how to use a 16mm Bolex Camera with zoom lens to four security men. The training on Security's newly acquired camera is for its use during the anticipated disturbances beginning 24 April.

[REDACTED]

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Chief
Instructional Support Staff

ROUTING AND RECORD SHEET

15

SUBJECT: (Optional)
Weekly Activities Report No. 15

FROM: Chief, ISS	EXTENSION 2193	NO.
		DATE 16 April 1971

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		

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	RECEIVED	FORWARDED		
1. EA/TR				DDTR asked that item 12 be prepared. Please be sure he sees. Info in item 11 could result in a major training effort. EA, DDTR, and DTR should be aware for it might be discussed at DDS Staff Meetings.
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