

Chairman, Support Services Historical Board

13 January 1967

Chief, Management Training Faculty, SUS/TR

History of the Office of Training

1. In accordance with the decision taken at the Board meeting of 1 December 1966, the plans for the OTR history are forwarded to you. The Office of Training proposes the following subjects and authors:

a. A chronological narrative beginning with the appointment of Matthew Baird as Director of Training. It will cover the period 1951 through 1966. Matthew Baird has agreed to write this during next summer if approval is obtained for an independent contract.

b. A chronological narrative describing the training effort between the termination of OSS in 1945 and the organization of the Office of Training in 1951. It will be prepared next summer by [redacted] (recently retired) if approval is obtained for an independent contract.

c. A monograph on the establishment of the [redacted] in 1951 and its development since then, to be written by [redacted] now on duty at the Station.

d. The Career Training Program, also begun in 1951, to be covered in a separate monograph, to be written by [redacted] currently Chief of the Career Training Program.

e. Foreign language training and the development of the Agency's foreign language capability from the early 1950s to the present. The problem of area study will also be given some attention. [redacted] Chief of the Language School, will prepare the monograph.

f. Overseas training ([redacted] and elsewhere) treated from the OTR standpoint in a monograph to be written by [redacted] currently on duty in OTR, and OTR assistance to overseas training, to be developed by [redacted] also on duty in OTR.

g. The history of the work done by the Office of Training in the Covert Training field to be prepared under the direction of [redacted] presently the Chief of Covert Training.

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**h. The history of the production of films for the purpose of training Agency personnel, prepared by [REDACTED] currently on contract with OTR.** 25X1A9a

**i. A monograph on OTR's relationships with other Agency offices, covering such matters as the various roles of the Training Officer, the function of the Training Selection Board, and the development of the Agency's use of external training facilities, to be written by [REDACTED] Registrar/OTR.** 25X1A9a

**j. A monograph on the broad administrative problems of OTR, its physical facilities, the development of [REDACTED] the search for secure external training sites, and similar topics, to be drawn up with the help of [REDACTED] (recently retired), who is willing to do this without cost.** 25X1A2d2  
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**k. The role of Evaluation and Assessment in training is considered worthy of a separate monograph. We understand that this paper is being done by the A&E Staff as part of the history of the Office of Medical Services.**

**2. At this time no limitation has been placed upon the length of the papers, but each will be developed in accordance with the official Style Book and within the limitations of significant balanced history. It now seems probable that much of the writing and research will be done during the summer of 1967; no times have as yet been fixed.** 7  
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ROUTING AND RECORD SHEET

|  |           |            |   |
|--|-----------|------------|---|
| SUBJECT: (Optional)                                  |           |            |   |
| FROM: C/MTF/SUS/TR <i>PBJ</i>                        |           | EXTENSION  | NO. 05325 C 7899  |
|  |           |            | DATE 13 January 1967  |
| TO: (Officer designation, room number, and building) | DATE      |            | OFFICER'S INITIALS  |
|  | RECEIVED  | FORWARDED  |   |
| 1. C/SUS/TR  | 17 Jan    |            | <p>COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)</p> <p>The DDS Historical Board set a deadline of 16 January for the submission of a general plan for the writing of OTR histories. This is subject to additions and deletions, but I believe that the attached plan will provide a very substantial coverage of important topics. There is no deadline on the completion of these papers, and I doubt if they will be completed within less than 12 months.</p> <p><i>PBJ</i></p> <p>2 to 3: Index OK to me. <i>AR</i></p> <p>3-4 <u>We should have a brief monograph respectively on the development of each of the schools of these.</u><br/>Also a monograph on the development of <u>milit.-civilian training &amp; programming.</u></p> <p>4 to 6: Pls. include request of DTR in your plans. <i>AR</i></p> <p>8 &amp; 13 - returned <i>AR</i></p> |
| 2. DDTR  | 17 Jan 17 | <i>AR</i>  |   |
| 3. DTR   |           | <i>AR</i>  |   |
| 4. <i>DDTR</i>                                       | 26 Jan    | <i>AR</i>  |   |
| 5. C/SUS   | 27 Jan    | <i>S</i>   |   |
| 6. C/MTF/SUS/TR                                      |           | <i>PBJ</i> |   |
| 7. C/IS  | 15 Feb.   | <i>MAB</i> |   |
| 8. C/OS  | 15 Feb    | <i>BC</i>  |   |
| 9. C/SIC   | 17 Feb    | <i>SWM</i> |   |
| 10. C/LTS  | 3 March   | <i>AR</i>  |   |
| 11. C/CTP  | 3/8       | <i>AR</i>  |   |
| 12. C/MSOC   | 10 March  | <i>AR</i>  |   |
| 13. C/ <del>S</del> Support School                   | 13 Mar    | <i>AR</i>  |   |
| 14. C/MTF/SUS  |           |            |   |
| 15.  |           |            |   |