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24 February 1955

MEMORANDUM FOR: Office Heads and Staff Chiefs,
Office of the Deputy Director (Support).

SUBJECT : Presentation to the Armed Services Committee.

1. At 2:30 p.m. on 4 March 1955 I am scheduled to participate in a briefing for certain members of the Armed Services Committee; tentatively, I am scheduled for twenty to thirty minutes to discuss the DD/S area. I would expect to summarize the over-all support concept and to mention very briefly the mission of each Office and Staff in the DD/S organization, pointing up particularly those aspects of each Office and Staff which would most likely be of interest to the Committee, i.e., number of people, budget, illustrative services rendered, security or other operational peculiarities, etc.

2. Would each of you please prepare and deliver to [redacted] my staff (Room 227, Administration Building - Extension 738) a double-spaced, "five-minute" presentation on your Office or Staff. I am not sure at this point whether time will permit the use of visual aids other than the over-all organization chart; however, I would like to have your suggestions as to what chart or charts you think might be appropriate to use in connection with the "five-minute" presentation concerning your operation. I will then take all of your contributions and combine them into one presentation which will not be longer than twenty to thirty minutes.

3. In order to give me time to integrate your suggestions into my presentation it will be necessary for me to have them not later than the close of business on Monday, 28 February. I should like to emphasize that your statements should be tailored to interest the Armed Services Committee and that the fairly dull descriptions of organizations and functions in the Regulations should be avoided.

4. We do not desire to publicize the fact that this presentation is taking place. Accordingly, please limit knowledge of this subject to the minimum number necessary to make your contributions.

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[redacted]

L. K. WHITE
Deputy Director
(Support)

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Director of Training

This address given by Col. White

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PRESENTATION TO THE ARMED SERVICES COMMITTEE
OFFICE OF TRAINING

I Mission of the Office of Training

The Director of Training is responsible for developing and directing Agency training programs in the United States and for the coordination, technical supervision and support of Agency training programs overseas. In addition, he provides for the training of Agency personnel at governmental and private institutions in the United States and abroad, and he directs a program for the selection and career preparation of highly qualified Junior Officer trainees who have achieved outstanding academic records in colleges and universities throughout the country. Finally he provides psychological services to the Agency for operational and other purposes, including psychological assessment of individuals for specific duty assignments and the testing and evaluation of individual aptitudes and proficiencies in training and other situations.

II Agency Training Problems and Progress

Like the Armed Forces, the Agency's manpower requirements embrace a wide range of professional competences and technical and administrative skills. It is the Agency's training problem to relate this range of skills and competences to the conduct of intelligence activities. Such training is not and cannot be given outside of secure governmentally operated training facilities.

In general training is required for:

- a. Intelligence analysts of all categories (political, economic,

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scientific, etc.) who produce intelligence reports and estimates.

b. Intelligence operations officers who engage in clandestine activities.

c. Intelligence support personnel who supply, finance, administer and otherwise support intelligence activities in a secure manner.

Training programs conducted or sponsored by the Agency through the Office of Training provide for training in:

a. Skills and techniques of clandestine activities.

b. Principles and methods of producing national intelligence.

c. Language skills, and area knowledge about the people, environment and problems related to the production of intelligence and the conduct of operations in foreign countries.

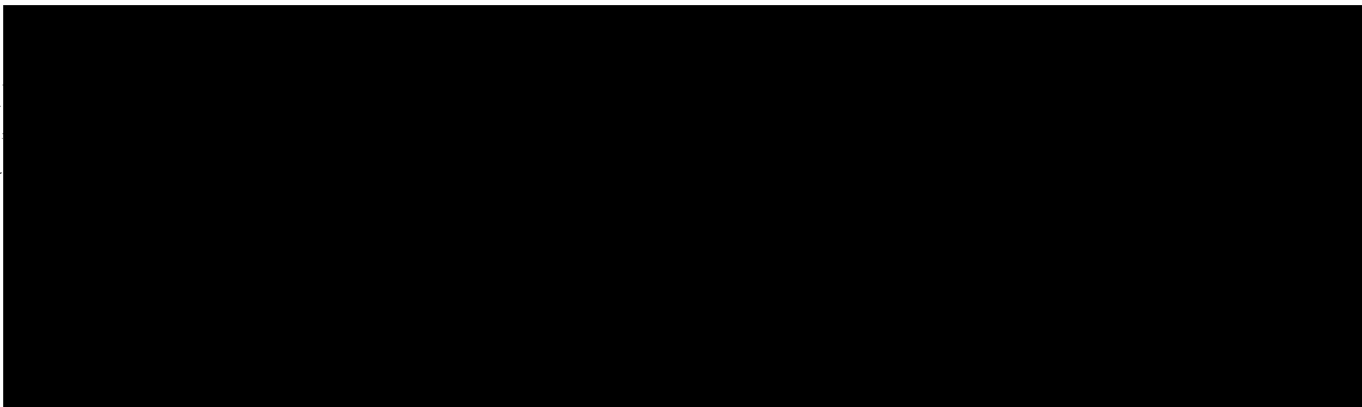
d. The methods and techniques of intelligence instruction to United States and foreign nationals.

e. Executive, management, supervisory and support skills.

f. Indoctrination and orientation on the mission, functions, organization and procedures of the Agency and its interdepartmental relationships.

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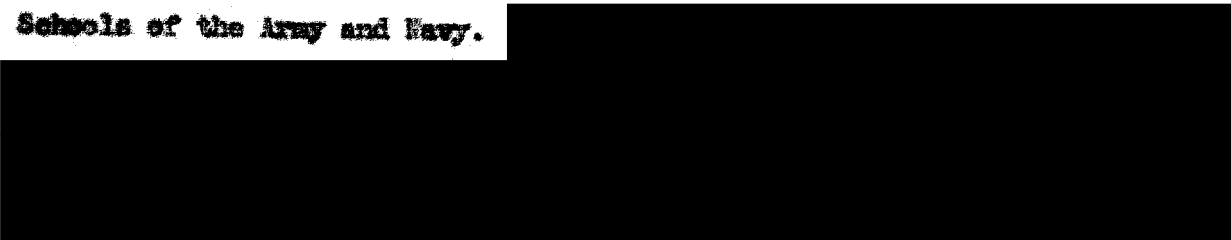


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IV External Training

The Agency makes extensive use of Department of Defense schools and colleges and processes its personnel into such schools in accordance with a quota system. Currently the Office of Training arranges for selection and enrollment of Agency personnel in the National War College, the Industrial College of the Armed Forces, the War Colleges of the Army, Navy and Air Force, the Armed Forces Staff College, and the Intelligence and Language Schools of the Army and Navy.

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In 1949 the 81st Congress enacted Public Law 110, Section 4 of which authorizes the Agency to pay the tuition and related costs of training CIA personnel at private academic institutions, foreign and domestic. Such legislation is vital to the Agency in providing the means whereby essential training can be given to Agency personnel by topflight specialists in their respective fields. In general private external training facilities are used primarily for the long range full time training of selected intelligence officers to meet requirements for language-area specialists, and for specialists in other fields of the physical and social sciences.

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In the use of external facilities, both governmental and private, the Office of Training has developed effective procedures and arrangements to insure that those selected for training have certified their intent to make a career of service with the Agency, that such training is required and related to their current and projected duty assignments, and that the individuals selected for such training have the qualifications to profit from the training and apply it in performance of their Agency tasks.

V Language Training within the Agency

The Office of Training currently offers 59 courses of instruction in speaking, reading and writing various foreign languages. It operates a language laboratory which employs the most modern equipment for the teaching of spoken languages, which permits the student to compare his own effort with the recorded tapes made by native speakers. It is estimated that the presence of this facility together with its instructional staff saved the Agency well over \$100,000 during the past year on the basis of comparing student hours of instruction given with commercial rates for language instruction in the Washington area.

VI Support to Other Governmental Agencies

The training facilities within the Agency are made available to personnel of other governmental departments and agencies on a "need-to-know" basis, and whenever Agency-provided training can be given to non-Agency personnel without prejudice to the operational commitments of CIA. Personnel from the Joint Staff, Army, Navy, Air Force, Department of State, National Security Agency and United States Information Agency participate regularly in some basic and specialized intelligence courses offered within CIA. In addition, CIA and

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other departments and agencies of the government make intensive use of specialists as guest lecturers in their respective training programs. Through arrangements such as these, training within the intelligence community is appropriately coordinated.

VII The Junior Officer Trainee Program

Through secure arrangements with selected colleges and universities throughout the country, outstanding students are identified, selected and brought into the Agency, tested and assessed to determine their potential to become career intelligence officers, trained, detailed to the Armed Forces to fulfill their requirements for military service and returned to CIA for further career development and assignment. Approximately 100 Junior Officer trainees are now in various stages of career preparation under this program.

VIII Psychological Services

In view of the nature of intelligence activities, unusual measures are required to insure that personnel selected for intelligence duties are properly motivated and psychologically adjusted to carry out these unusual tasks. The investment of time and effort in training and preparing laymen to become professional intelligence officers is such that an intensive program of psychological assessment of individuals and testing and evaluation of their learning aptitudes and proficiencies is necessary to guarantee appropriate returns to the Agency. The Office of Training applies an assessment testing and evaluation program to Agency trainees for these purposes. Through this means the training effort of the Agency is expended only on those who show promise of becoming professional intelligence officers of the highest caliber.