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28 August 1952

MEMORANDUM FOR : Director of Central Intelligence

SUBJECT : Office of Training Mission and Objectives, and Area-Language Programs.

- 1. During the internal review of the Office of Training Budget Estimates for fiscal years 1953 and 1954, the Comptroller and the Assistant Deputy Director (Administration) questioned the value of Office of Training area-language programs and the authority of the Director of Training to establish and direct such programs, at domestic and foreign installations.
- 2. In order to clarify the authority of the Director of Training, a statement of the mission and major objectives of the Office of Training and a staff study on Office of Training area-language programs have been prepared and are herewith submitted for your approval.

MATTHEW BAIRD

Director of Training

- Attachments - 2
- Statement of Mission and Major Objectives of O/TR
- Staff Study on O/TR Area-Language Programs

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28 Aug 52

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OFFICE OF TRAINING

Mission

The basic mission of the Office of Training is to identify and meet the total training requirements of the Agency by: (1) carrying out appropriate responsibilities vested in the Director of Central Intelligence by Public Law 110; (2) developing career personnel in intelligence who are capable of continually increasing their capabilities and proficiencies to serve the Agency; (3) developing the most effective principles, standards, methods and techniques of instruction in almost every branch of learning, including the natural, physical, social and military sciences and many technical and administrative fields; (4) providing for training facilities, as required, in the Agency, and in public and private institutions, both domestic and foreign.

Major Objectives

The major objectives of the Office of Training, in support of the intensive recruitment effort of the Agency for qualified personnel and the increasing load of operational requirements in the Agency, are:

1. To develop a highly qualified corps of professional career personnel with experience in foreign language and area fields, and with facility in specific functional and technical fields.
2. To direct a training program for selected junior officers who will occupy, during a period of training, 150 training slots provided for this purpose. This "Cadet Corps" will be trained in the principles, standards, methods and techniques of intelligence and then assigned or rotated into the various offices of the Agency in accordance with their interests and demonstrable capabilities.
3. To provide training for all new personnel recruited to fill professional positions in the Agency in order to meet the peculiar long-range requirements of the sponsoring offices.
4. To formulate advanced training programs for career personnel already in the Agency in order to meet the peculiar long-range requirements of the sponsoring offices.
5. To cooperate with appropriate senior officials in the Department of State and Defense in order to provide mutually beneficial training programs, [redacted] as deemed essential.
6. To collaborate with appropriate senior officers of the Agency in formulating policies for [redacted] both domestic and foreign.

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APPROVED:

WALTER B. SMITH

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MEMORANDUM FOR: The Director of Central Intelligence

SUBJECT : Staff Study on Office of Training Area-Language Programs

1. The Problem: To obtain D/CI approval for O/TR area-language programs.
2. Facts Bearing on the Problem: In reviewing the O/TR Budget for fiscal year 1953:
 - A. The Comptroller and the Assistant Deputy Director (Administration) questioned the value of O/TR area-language programs and the status of their approval by the Director of Central Intelligence.
 - B. Public Law 110 authorizes the D/CI to use public or private facilities for this purpose, at home or abroad, and to meet all costs incurred in such use.
 - C. CIA [REDACTED] authorizes the Director of Training to approve training at domestic and foreign facilities.
 - D. The regular sources of recruitment have not proved adequate to meet Agency requirements for trained area and language specialists.
 - E. A breakdown of each area-language program currently in operation or planned is included under Tab A.
3. Discussion:
 - A. The Office of Training is responsible for resolving Agency training requirements as they develop. The operating Offices have been unable to recruit enough personnel who are qualified as area specialists. The universities, in most cases, do not provide the breadth in training to develop adequate area specialists for the Agency.
 - B. To meet the requirements of the Offices for area and language training for their personnel, the Office of Training has arranged to provide the necessary training at foreign installations. At these installations, Agency personnel can study at first hand the area, the peoples, the customs, and the political, economic and sociological problems in their natural habitat. Short term programs have been developed so that personnel now working at a regional desk, but who have never been in the area of their responsibility, can have the opportunity of participating in an area program. Long-range programs have been developed wherein intensive language and area training are given so as to develop capable professional careerists as area specialists.

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C. The operating Offices have enthusiastically endorsed and supported the area and language programs. They feel that their personnel can grasp more accurately the significance of the various reports coming from the field if they have studied and traveled in the area. The Office of Training is assisting the Offices to develop better trained area specialists by setting up area and language training programs in the vital regions of the world.

4. Conclusion:

The operating Offices have a need for more qualified area and language specialists for the major regions of the world. The universities, in most instances, do not have adequate cross-cultural area programs to develop enough young professionals to meet the needs of this Agency. Many personnel now working as specialists have never been in the region of their specialization. It is, therefore, concluded that there is a need to provide area and language training to meet the requirements of the operating Offices for trained area specialists; and that the Office of Training should provide domestic and foreign training facilities, as required, to increase area and language competence of Agency personnel.

5. Recommendation:

It is recommended that the D/CI approve the development and conduct by the Director of Training of area-language programs to meet continuing requirements of the Agency.

MATTHEW BAIRD
Director of Training

HEM:pdb

cc: A/DDA
Comptroller

APPROVED:

WALTER B. SMITH
Director of Central Intelligence

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SUMMARY OF AREA LANGUAGE PROGRAMS CONDUCTED BY
THE OFFICE OF TRAINING

Training programs now in operation:

Program E

1. Summer Seminar on the Near East

- a. Number of CIA participants (1952): 16
- b. Length of course: approximately 13 weeks
- c. Place of study: (1) FSI, Washington, D. C.
(2) [REDACTED]
- d. Total cost of training (exclusive of salary): \$46,655
- e. Average cost per student: 2,916

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Program A

2. Near East Language and Area Program

- a. Number of CIA participants (1952): 15
- b. Length of course: approximately 2 years
- c. Place of study: (1) FSI, Washington, D. C.
(2) [REDACTED]
- d. Total cost of training (exclusive of salary): \$58,400
- e. Average cost per student: 3,893

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3. Summer Workshop [REDACTED]

- a. Number of CIA participants (1952): 1
- b. Length of course: 6 weeks
- c. Place of study: [REDACTED]
- d. Total cost of training (exclusive of salary): \$2,653
- e. Average cost per student: 2,653

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4. Language and Area Academic Program: [REDACTED]

- a. Number of CIA participants (1952): 3
- b. Length of course: approximately 2 years
- c. Place of study: [REDACTED]
- d. Total cost of training (exclusive of salary): \$8,610
- e. Average cost per student: approx. 2,870

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Training programs which will be available as rapidly as the necessary planning and coordination can be accomplished:

- 1. Language and Area Program: Southeast Asia
- 2. Language and Area Program: Far East
- 3. Language and Area Program: Eastern Europe
- 4. Language and Area Program: Western Europe

These programs will be sponsored by the Foreign Service Institute. Normally, it is planned to include one year of study in the basic language and the area at FSI, followed by one year of study at a field installation to be established in the area. Operating Offices

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have been informally apprised of these proposed programs and have expressed great interest in the early establishment of these programs. The number of CIA participants in the programs and the cost have not been determined.

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6. [REDACTED] Area Training

This program involves attaching one career trainee to stations located at [REDACTED]

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[REDACTED] The trainee would be attached to the [REDACTED] senior representative who would supervise the training as requested by the Office of Training. It is estimated that the cost for this training would be approximately \$10,000 per year per trainee.

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Course: Summer Seminar on the Near East.

Length of Course: Approximately thirteen weeks.

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Purpose of Course: To provide an opportunity for selected Agency personnel to study in the area, the political, historical, economic, social, and cultural institutions of the Near East.

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Description of Course: Two weeks orientation on the Near East at FSI. Eight weeks of study [redacted]. This period includes lectures and seminars on the history, geography, geopolitics, and contemporary problems of the Near East. [redacted]

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Sponsoring Agency: Foreign Service Institute, Department of State.

Place of Study: 1. FSI, Washington, D. C.
2. [redacted]

Offered: Each year - approximately 15 June to 15 September, inclusive.

Total Number of Participants: 1951 - 30
1952 - 40

Remarks: This program has been strongly endorsed by Office Heads who have any responsibility in this area. It enables personnel who have never been in the Near East to study and travel in a vital area of their specialization, thus giving them greater competence in evaluating material that deals with that area.

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Course: Near East Language and Area Program.

Length of Course: Approximately two years.

Purpose of Course: To train selected personnel in an intensive language-area program designed to produce area experts in the Near East.

Description of Course: One year of intensive study in basic Arabic language and the Near East area at the Foreign Service Institute in Washington, D. C. The second year is spent at a field installation at [REDACTED]. Advanced Arabic and area studies are given there. Extended field trips are an important part of the area program in the field.

Sponsoring Agency: Foreign Service Institute, Department of State.

Place of Study: 1. FSI, Washington, D. C.
2. [REDACTED]

Offered: Each year.

Remarks: Similar programs for South Asia, Far East, Eurasia, Eastern and Western Europe will be set up as rapidly as staffs can be assembled and field installations set up. It is expected that Agency interest in these programs will be great. O/TR will support FSI in establishing these programs as the requirements of the Agency develop.

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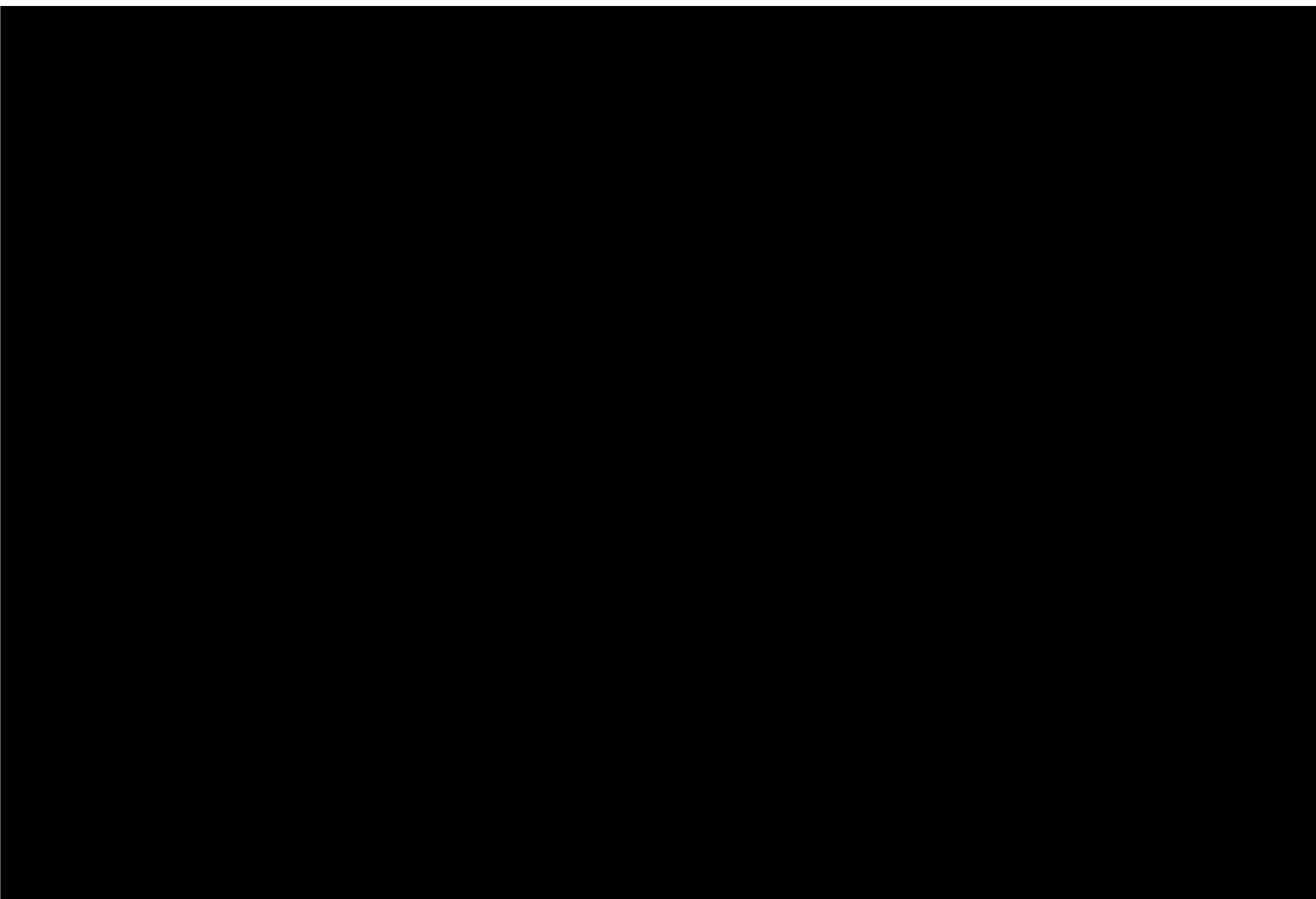
Course: Language and Area Academic Program: [REDACTED]

Length of Course: Approximately two years.

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Purpose of Course: To train personnel so that they will understand the Soviet Union, its peoples and its language, and when placed in positions of responsibility will have sufficient background to make sound decisions and estimates concerning the capabilities, limitations, and potential of the Soviet Union and its satellites.

Description of Course: Intensive training conducted in the Russian language. Lectures, discussions and seminars on the military, economic, and political structure of the Soviet Union and its European satellites. Advanced Russian language training. Field trips to local points of interest. Special projects prepared by each trainee.



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Course: Summer Workshop on [REDACTED]

Length of Course: Six weeks.

Purpose of Course: To provide an opportunity for selected personnel to study in their setting the political, economic, educational, social, and cultural institutions of the state of Israel.

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Description of Course: Lectures and seminars on the politics, economy, and culture of [REDACTED]. Field trips to local points of interest to give the trainees firsthand knowledge of the agricultural and industrial growth of [REDACTED], as well as an understanding of its historical and archeological significance.

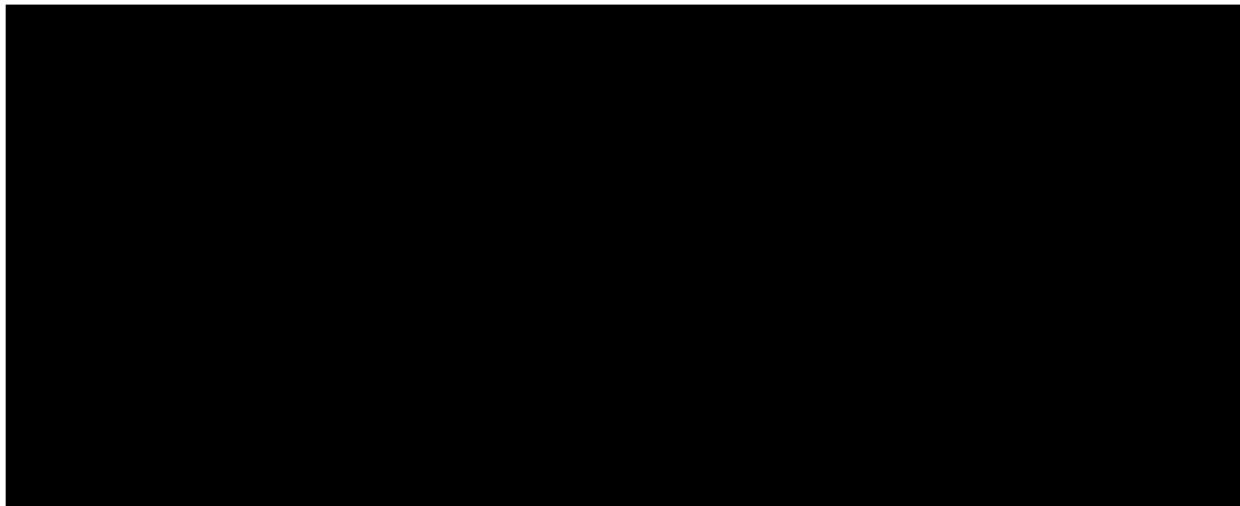
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Sponsoring Agency: New York University

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Place of Study: [REDACTED]

Offered: Each summer.



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