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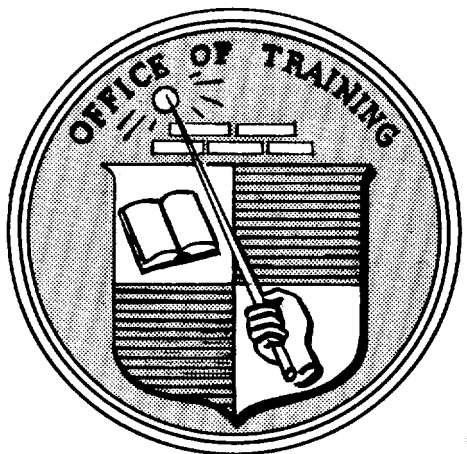
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OFFICE OF TRAINING BULLETIN

25X1A

NUMBER [REDACTED]

SEPTEMBER



JOB NO. 78-06370
BOX NO. 1
FOLDER NO. 042
TOTAL DOCS HEREIN 1

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OTR VAULT COPY NO. 422-D

DOC	1	REV DATE	28-1-81	BY	06C/199
ORIG COMP	-	TYPE	11		11
ORIG CLASS	5	PAGES	43	REV CLASS	C
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REGISTRAR'S REMINDERS

For information regarding courses and registration procedure, read your OTR CATALOG OF COURSES and the OTR Bulletin, and consult your Training Officer. To register in a course, secure the approval and sponsorship of your supervisor. OTR registration deadline and course dates are as follows /Please check with your Training Officer regarding his special deadline dates for submission of applications within your component/:

<u>COURSE TITLE</u>	<u>OTR CATALOG COURSE NUMBER</u>	<u>REGISTRAR'S DEADLINE</u>	<u>COURSE DATES</u>
Intelligence Orientation (formerly Basic Orientation)	B-3	24 Sept.	1 Oct. - 26 Oct.
Intelligence Techniques (formerly Intelligence Principles and Methods)	B-4	24 Sept.	1 Oct. - 26 Oct.
Basic Supervision (GS-9 to 11)	B-7	17 Sept.	24 Sept. - 5 Oct.
Basic Management (GS-12 to 14)	B-8	1 Oct.	8 Oct. - 19 Oct.
Clerical Refresher Program	B-12 to 19	8 Oct.	15 Oct. - 9 Nov.

Pre-testing for the Clerical Refresher Program is scheduled for 11 October in Room 2300, Wing C, Alcott Hall as follows:

0900 - 1000	Typing
1000 - 1100	Shorthand
1100 - 1200	English Usage

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<u>COURSE TITLE</u>	<u>OTR CATALOG COURSE NUMBER</u>	<u>REGISTRAR'S DEADLINE</u>	<u>COURSE DATES</u>
Non-Clerical Basic Typing (0730 - 0815 Monday through Friday, Room 2702, Quarters Eye)	B-17	17 Sept.	24 Sept. - 16 Nov.
Effective Writing	B-21	17 Sept.	25 Sept. - 27 Nov. 27 Sept. - 6 Dec. (Previously scheduled 10 Sept. - 16 Nov.)
Party Organization and Operations (formerly World Communism)	C-2	24 Sept.	1 Oct. - 26 Oct.
Reading Improvement	I-7	8 Oct.	15 Oct. - 30 Nov.
("O" course titles are listed only in <u>OTR Catalog 100-1</u>)	O-2	3 Sept.	17 Sept. - 26 Oct.
	O-4	8 Oct.	15 Oct. - 2 Nov.
	O-10	17 Sept.	24 Sept. - 12 Oct.
	O-13	1 Oct.	8 Oct. - 26 Oct.
	O-23	24 Sept.	1 Oct. - 19 Oct.

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SCHOOL OF INTERNATIONAL COMMUNISM AND THE USSR

LONG-TERM SCHEDULES

Make these revisions on the Long-Term Schedule of your current OTR Catalog.

<u>COURSE TITLE</u>	<u>OTR CATALOG COURSE NUMBER</u>	<u>REGISTRAR'S DEADLINE</u>	<u>COURSE DATES</u>
Introduction to Communism (2 weeks. Second Phase of Intelligence Orientation, B-2)	C-1	10 Sept.	17 Sept. - 28 Sept.
		8 Oct.	15 Oct. - 26 Oct.
		5 Nov.	12 Nov. - 23 Nov.
		3 Dec.	10 Dec. - 21 Dec.
		14 Jan.	21 Jan. - 1 Feb.
		11 Feb.	18 Feb. - 1 Mar.
		11 Mar.	18 Mar. - 29 Mar.
		8 April	15 April - 26 April
		6 May	13 May - 24 May
		3 June	10 June - 21 June
Party Organization and Operations (4 weeks. Mornings)	C-2	24 Sept.	1 Oct. - 26 Oct.
		19 Nov.	26 Nov. - 21 Dec.
		28 Jan.	4 Feb. - 1 Mar.
		25 Mar.	1 April - 26 April
		20 May	27 May - 21 June
("O" course titles are listed only in <u>OTR Catalog 100-1</u>)	O-6	Cancel the following 4 classes:	
			26 Nov. - 14 Dec. 4 Feb. - 22 Feb. 1 April - 19 April 27 May - 14 June
		Add the following 2 classes:	
		31 Dec.	7 Jan. - 1 Feb.
		22 April	29 April - 24 May

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AREA TRAINING

Applications for Area Training, Part-Time Language Training, and Integrated Area-Language Program Training must be submitted to the Registrar, Office of Training, at least two weeks prior to the starting date of the course.

<u>Course Title</u>	<u>Registrar's Deadline</u>	<u>Course Dates</u>
Basic Country Survey:		
Egypt	17 Sept.	1 Oct. - 7 Dec.
Japan	17 Sept.	1 Oct. - 30 Nov.
USSR (in Russian language)	10 Sept.	24 Sept. - 21 Dec.
Regional Survey:		
Economic Factors in Asia	4 Sept.	18 Sept. - 25 Oct.
Soviet Bloc (Room changed to 117 Central Building)	27 Aug.	10 Sept. - 16 Nov.
Americans Abroad:		
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Special Lecture Series:		
"Sphere of Indian Influence in Southeast Asia"	28 Sept.	12 Oct. - 21 Dec.
Lecture Series in the Major Languages of the World	26 Sept.	10 Oct. - 1 May

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INTENSIVE (FULL-TIME) LANGUAGE COURSES

Applications for Intensive (Full-Time) Language Courses should be submitted at least 6 weeks, and preferably 3 months, prior to the beginning dates of the courses. Qualifications of all applicants are considered by OTR Qualifications Review Panels prior to approval for training. The following courses are listed in the same sequence shown on the Long-Term Course Schedule contained in your OTR CATALOG.

Course TitleCourse DatesBasic:

Chinese (yearly, 48 weeks)	1 Oct. - 30 Aug.
French (twice yearly, 23 weeks)	1 Oct. - 8 March
German (twice yearly, 20 weeks; listed in your current <u>OTR CATALOG</u> as 23 weeks)	15 Oct. - 8 March
Greek (yearly, 44 weeks)	1 Oct. - 2 Aug.
Japanese (yearly, 39 weeks)	1 Oct. - 11 July
Italian (twice yearly, 23 weeks)	1 Oct. - 8 March
Persian (twice yearly, 24 weeks)	12 Nov. - 20 April
Rumanian (twice yearly, 22 weeks)	1 Oct. - 22 Feb.
Russian (yearly, 38 weeks)	17 Sept. - 7 June
Serbo-Croatian (yearly, 39 weeks)	1 Oct. - 31 May
Spanish (twice yearly, 23 weeks)	1 Oct. - 8 March

Advanced:

Chinese, Intermediate (quarterly, 15 weeks)	15 Oct. - 25 Jan.
Russian, Intermediate (quarterly, 13 weeks)	24 Sept. - 21 Dec.
Russian, Advanced (quarterly, 13 weeks)	7 Jan. - 5 April

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PART-TIME LANGUAGE COURSES

<u>Course Title</u>	<u>Registrar's Deadline</u>	<u>Course Dates</u>
<u>Chinese</u>		
Elementary Spoken	22 Oct.	5 Nov. - 14 June
<u>Czech</u>		
Elementary Reading (Phase I) Monday, Wednesday, Friday 0845 - 1045	17 Sept.	1 Oct. - 25 Jan.
<u>French</u>		
Elementary Reading	24 Sept.	8 Oct. - 14 Dec.
Applied Translation Group	24 Sept.	8 Oct. - 14 Dec.
Elementary Spoken (Phase I)	24 Sept.	8 Oct. - 14 Dec.
Elementary Spoken (Phase II)	24 Sept.	8 Oct. - 14 Dec.
Intermediate Spoken (Phase I)	24 Sept.	8 Oct. - 14 Dec.
Intermediate Spoken (Phase II)	24 Sept.	8 Oct. - 14 Dec.
<u>German</u>		
Elementary Reading	4 Sept.	17 Sept. - 11 Jan.
Elementary Spoken (Phase I)	24 Sept.	8 Oct. - 21 Dec.
Elementary Spoken (Phase II)	24 Sept.	8 Oct. - 21 Dec.
Applied Translation Group	4 Sept.	17 Sept. - 11 Jan.
<u>Italian</u>		
Elementary Reading	24 Sept.	8 Oct. - 14 Dec.
Applied Translation Group	24 Sept.	8 Oct. - 14 Dec.
Elementary Spoken (Phase I)	24 Sept.	8 Oct. - 14 Dec.
Elementary Spoken (Phase II)	24 Sept.	8 Oct. - 14 Dec.
Intermediate Spoken (Phase I)	24 Sept.	8 Oct. - 14 Dec.
<u>Japanese</u>		
Elementary Reading, Writing, and/or Speaking	17 Sept.	1 Oct. - 5 July

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<u>Course Title</u>	<u>Registrar's Deadline</u>	<u>Course Dates</u>
<u>Portuguese</u>		
Elementary Reading	24 Sept.	8 Oct. - 14 Dec.
Applied Translation Group	24 Sept.	8 Oct. - 14 Dec.
<u>Romanian</u>		
Elementary Reading	24 Sept.	8 Oct. - 14 Dec.
Applied Translation Group	24 Sept.	8 Oct. - 14 Dec.
<u>Russian</u>		
Familiarization Tuesday, Thursday 1245 - 1345	17 Sept.	1 Oct. - 23 Nov.
Elementary Reading (Phase I) Monday, Wednesday, Friday (Hours changed to: 0845 - 1045)	17 Sept.	1 Oct. - 25 Jan.
Intermediate Reading (Phase I) Monday, Thursday, Friday 1500 - 1700	17 Sept.	1 Oct. - 25 Jan.
Economic Reading (Phase I) Monday, Wednesday, Friday 1500 - 1700	17 Sept.	1 Oct. - 25 Jan.
Scientific Reading (Phase I) Tuesday, Thursday 1400 - 1700	17 Sept.	1 Oct. - 25 Jan.
Elementary Spoken (Phase I) Monday through Friday 1500 - 1700	17 Sept.	1 Oct. - 7 Dec.
Intermediate Spoken (Phase I) Monday, Wednesday, Friday 1000 - 1200	17 Sept.	1 Oct. - 25 Jan.
Translation Workshop in EE Languages Tuesday 1300 - 1700	17 Sept.	1 Oct. - 25 Jan.
Short Course in Elementary Russian (changed to: Phase I) Monday, Wednesday Evenings 1730 - 1945	17 Sept.	1 Oct. - 25 Jan.

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<u>Course Title</u>	<u>Registrar's Deadline</u>	<u>Course Dates</u>
<u>Russian (Cont'd)</u>		
Short Course in Elementary Russian (Phase II) Monday, Wednesday, Friday 1245 - 1445	17 Sept.	1 Oct. - 25 Jan.
<u>Spanish</u>		
Elementary Reading	24 Sept.	8 Oct. - 14 Dec.
Applied Translation Group	24 Sept.	8 Oct. - 14 Dec.
Elementary Spoken (Phase I)	24 Sept.	8 Oct. - 14 Dec.
Elementary Spoken (Phase II)	24 Sept.	8 Oct. - 14 Dec.
Intermediate Spoken (Phase I)	24 Sept.	8 Oct. - 14 Dec.

INTEGRATED AREA-LANGUAGE TRAINING

Japanese (10 weeks, full-time)	15 Sept.	1 Oct. - 7 Dec.
Russian, Intermediate (13 weeks, full-time)	10 Sept.	24 Sept. - 21 Dec.

FOREIGN LANGUAGE PROFICIENCY TESTS

In your OTR BULLETIN No. 16, July issue, these tests are described in detail in the item TESTING SERVICES. Call extension [REDACTED] at least one week prior to the test date, to arrange an appointment.

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Czech	19 Sept.	German	3 Oct.
Finnish	26 Sept.	Greek	10 Oct.
		Russian	17 Oct.

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NEWS

AGENCY SETS "5%-IN-TRAINING" POLICY

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The Director of Central Intelligence, in October of 1955, stated in CIA Notice [REDACTED]

"In order that the Central Intelligence Agency may carry out effectively the increasingly heavy and important requirements laid upon it by the National Security Council, the employees of this Agency must continue to improve and increase their professional knowledge and skills. All recent reports of inspecting committees have emphasized the role of proper and sufficient training in attaining this objective.

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"It is, therefore, the policy of this Agency that 5% of Headquarters "on-duty" personnel will be in training status at all times."

The Agency "5%-in-Training" policy now is set forth in CIA Regulation [REDACTED] dated 18 July 1956. Your Training Officer will assist you if you have any question concerning this regulation, the statement of policy of which reads:

"It is the policy of this Agency that at least five percent of the total manhours of headquarters "on-duty" staff personnel will be expended in training as defined in this regulation."

* * * * *

NOONTIME MOVIE PROGRAM IS POPULAR

Language and area films being shown at 1016 R&S Building at 1200 hours are becoming increasingly popular.

42 people attended "The Russian Question" on 25 July; 32 people attended the English area film "USSR" on 26 July; and a record audience of 75 people attended the Italian film "Bicycle Thief" on 9 August.

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For information concerning the Noontime Movie Program, you may call Dr. [REDACTED]

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NEXT INTELLIGENCE PRODUCTS EXHIBIT SCHEDULED 13 SEPTEMBER, THURSDAY

Members of the Agency are invited to attend the Intelligence Products Exhibit, scheduled to be shown in the Auditorium of the Recreation and Service Building on Thursday, 13 September, between 0930 and 1200 hours.

Designed primarily as an integral part of Intelligence Orientation, course B-3 in your OTR Catalog, the exhibit has been found to be of great interest and significance to members of the Agency. The exhibit is unique in that it presents in one room a comprehensive view of the greater part of the intelligence activities of CIA.

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INTELLIGENCE COMMUNITY COOPERATES!

At the request of the Director of Training, United States Information Agency, the Language and Area School, OTR, is conducting a special, part-time basic course in Russian for four USIA students. Five Agency students also are enrolled in the course. This course, scheduled for one presentation, meets a specific requirement set forth by USIA.

The National Security Agency has invited CIA to enroll students in Vietnamese courses offered by that Agency. Contact your Training Officer if you desire information regarding this opportunity.

* * * * *

REGIONAL SURVEY -- SOVIET BLOC
SHOWS SIGNIFICANT SUBSCRIPTION RATE

Scheduled to begin 10 September, the Regional Survey -- Soviet Bloc already is subscribed beyond the capacity of any single Language and Area School lecture room. However, registration continues open to all interested Agency personnel, and provision has been made for presenting this course in 117 Central. The National Security Agency has requested registration of five personnel.

* * * * *

RUSSIAN NEWSPAPER READER
FIRST IN FOREIGN LANGUAGE SERIES

The Eastern Department of the Language and Area School has just published a Russian Newspaper Reader, for use in intermediate and advanced classes. It consists of a compilation of articles, printed items, and cartoons from current Russian newspapers and journals, representing the fields of archaeology, economics, politics, sciences, sports and the arts. Produced by photo offset process, it contains 140 pages, and is styled in the popular "pocket book" size. To ward off potential cases of myopia and eyestrain, the type is "blown-up" to about twice its original newspaper size!

This Russian Newspaper Reader is part of a series being produced by the staff of the Eastern Department to remedy the lack of commercial texts with "area" type materials and readings of special interest to intelligence personnel.

Russian is not the only East European language to receive attention. There are in preparation Czech, Slovak and Polish newspaper readers, similar to the Russian model. Eventually, Hungarian, Bulgarian, Serbo-Croatian and Albanian readers will be produced.

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NEW FIELD TRAINING MANUAL AVAILABLE

The first issue of a new training manual, Selected List of Recent Publications — TR RM 0-3a (Secret/ U.S. Officials Only), is available. Its purpose is to inform overseas personnel concerning books, documents, and articles on topics of general area and intelligence interest. Including classified and unclassified material, this manual contains annotations providing basic information on the content of the publications listed. Selections eventually will conform to requirements submitted by overseas stations.

This overseas-distributed publication is a sterile version of OTR's bi-weekly Instructors' Guide to Current References (CIA Internal Use Only), which regularly is available to headquarters personnel.

Requests for copies of either of these publications may be directed to your Training Officer, or to the Chief, OTR Library Section, extension

* * * * *

QUALIFICATIONS REVIEW PANEL ACTS ON APPLICANTS FOR FULL-TIME JAPANESE

Four Agency students have been certified by the OTR Qualifications Review Panel as meeting the qualifications for attendance in the Language and Area School's full-time intensive Japanese course beginning 1 October. Registration remains open to other interested and qualified personnel.

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FOREIGN LANGUAGE DEVELOPMENT PROGRAM PROVIDING FOR CASH AWARDS NOW IN PROCESS OF AGENCY COORDINATION

In January, the Director of Central Intelligence directed that a plan be designed to encourage Agency employees to attain and maintain proficiency in foreign languages. You may recall reading a feature story in the Washington Star newspaper concerning the Director's interest in this matter.

The plan, developed by a committee consisting of representatives from all major components of the Agency, was approved by the CIA Career Council in February, and by the DCI in March.

Two CIA regulations, implementing the plan, have been in the process of coordination for some time. Among the advantages to employees provided in these regulations is a formula whereby individuals may earn initial and recurrent cash awards as an incentive to entering the field of language study.

Your OTR Bulletin will carry a detailed article on the Foreign Language Development Program as soon as these regulations have been approved.

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OFFICIAL AGENCY TESTING NOW GIVEN BY
CLERICAL REFRESHER PROGRAM STAFF
— SHORTHAND AND TYPEWRITING

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On 2 July staff members of the Clerical Refresher Program began administering the Agency shorthand and typewriting tests to employees already on Agency assignments. Mrs. [redacted] is in charge of this service.

These tests are given every other Tuesday in Room 2300, Alcott Hall, second floor, Wing C. Hours for testing are as follows:

Typing 1315
Shorthand 1400

Testing dates for September and October are:

11 Sept. 8 Oct.
25 Sept. 22 Oct.

Employees who are interested in being tested should get in touch with their personnel placement officer. He will arrange for test registration.

* * * * *

OTR BIBLIOGRAPHIES AVAILABLE TO YOU

Copies of the following specially prepared bibliographies are available and may be requested through your Training Officer, or by calling the Chief, OTR Library Section, extension [redacted]

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Africa South of the Sahara: A Selected Bibliography With Emphasis on Books Published 1952-1955, 98 pages, (unclassified), TR RM O-523, February 1956; Germany: A Bibliography, 50 pages, (unclassified), TR RM O-522, November 1955.

* * * * *

FOREIGN LANGUAGE DINING ROOM REOPENS
IN R & S CAFETERIA

The Foreign Language Dining room, which was temporarily discontinued for the summer, reopens Monday, 1 October.

Monday, Wednesday, and Friday is the new schedule for the language luncheons sponsored by the Language and Area School, OTR. There are separate tables devoted to informal conversation in French, German, Japanese, Russian, and Spanish. Access to the Foreign Language Dining Room (1015 R & S Building) is through the main entrance of the R & S Building cafeteria (enter and turn right). Luncheon may be purchased in the cafeteria and taken to the dining room.

All of you who wish to maintain, or increase, your conversational competence in these languages are invited to participate. Those of you who possess advanced command of the languages, and would enjoy keeping the "conversational ball rolling" during one or more 45-minute luncheons during the week, may make arrangements most convenient to you by calling staff instructors [redacted] or [redacted]

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Courses, Activities, and Programs

NON-CLERICAL BASIC TYPING, B.17

24 SEPTEMBER TO 16 NOVEMBER

The 5th typewriting class for professional personnel will be held mornings, during the 8-week period 24 September to 16 November. The class will meet from 0730 to 0815 hours, in Room 2712, Wing H, second floor, Quarters Eye. Applications for registration must be submitted to the Registrar, OTR, on or before 17 September.

It is suggested that you register for this course only if you are reasonably sure of realizing maximum profit through attendance in all, or nearly all, sessions of the course. Non-Clerical Basic Typing is course number B.17 in your office copy of the OTR Catalog, and questions concerning it may be directed to the Chief, Clerical Training, extension [REDACTED]

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EFFECTIVE WRITING B.21

25 SEPTEMBER TO 27 NOVEMBER
27 SEPTEMBER TO 6 DECEMBER

Effective Writing courses #10 and #11 will be given 25 September - 27 November and 27 September - 6 December respectively. Class #10 will meet on Tuesdays, and class #11 will meet on Thursdays, both for 10 weeks (total of 20 hours). Classes will be held 0845 - 1045. [REDACTED] of George Washington University will be the instructor. The initial meeting for both classes will be in Room 2025, R & S. Each class will be limited to 20 students. Training requests should be submitted to the Registrar, OTR, on or before 17 September.

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NOONTIME MOVIE PROGRAMSEPTEMBER AND OCTOBER

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You are invited to attend the various foreign language and English films to be shown in Room 1016 R&S Building, at 1200 hours on the following days. Films of both entertainment and factual types are included. If you enjoy foreign films, desire to improve your language proficiency, or seek additional "area" knowledge, you will find these programs interesting and beneficial. Occasionally if it is impossible to secure a scheduled film, a substitution will be made. For further information, please call

6 September English film: "Soviet Azerbaïdzhân" D6044 (Travelogue)
Thursday (48 min.)

11 September Italian films: "Mondo Libero" B6015, "Martiri" B6162 and
Tuesday "Peace Betrayed" B6144 (90 min.)

12 September Russian newsreels (3)
Wednesday (60 min.)

13 September Russian film: "Baltic Deputy" D6335
Thursday (90 min.)

18 September Hungarian film: "Colony Underground" E6085 (Anti-American
Tuesday propaganda film relating to activities of Standard Oil Co.)
(109 min.)

19 September Russian film: "Egor Bulychev P.1" E7077 and "Eger Bulychev
Wednesday P.2" E7078 (180 min.)

20 September Russian film: "Donetz Miners" C6390
Thursday (90 min.)

25 September Polish films: "On the Borders of Peace" E6033 and
Tuesday "Adventures of Gustave the Penguin" H6956 (31 min.)

26 September Russian newsreels (3)
Wednesday (60 min.)

27 September Russian film: "Light in Koordi" D6187
Thursday (90 min.)

1 October English survey films on Russia: "USSR" MF30-8656 (26 min.);
Monday and "Peoples of the Soviet Union" 1952 version B6097 (38 min.).
(Total: 64 min.)

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2 October Tuesday Russian area film: "New Czechoslovakia" C6171 (75 min.)

3 October Wednesday Russian feature film: "Alexander Nevsky" C6235 (80 min.)

4 October Thursday Area films on Poland and Albania: "West Beskids" G6668 (14 min.); "Krakow-Jura Mountains" G7137, German track (16 min.); and "New Albania" E6335, Russian and Albanian track (17 min.). (Total: 47 min.)

8 October Monday English area film: "This is Russia" (Air Force Film tracing development of present-day USSR (64 min.)

9 October Tuesday French short subjects: "Shoemaker and Hatter" D6074 (15 min.); "Jungle That Was" D6071 (23 min.); and "Tour of Paris" D7410 (18 min.). (Total: 56 min.)

10 October Wednesday Russian Newsreels (4) (60 min.)

11 October Thursday English film: "Communist Blueprint for Conquest" J6120 (Strategic Intelligence School film showing Communist pattern of taking over the Satellites) (30 min.)

16 October Tuesday Polish shorts: "How a Cooperative Operates" E6030 (11 min.); and "Documentary on Warsaw" E6026 (69 min.). Total: 80 min.)

17 October Wednesday Russian feature: "Peter the Great" A3213 (90 min.)

18 October Thursday German shorts: Two anti-American films "Shadows Over the World" H7100 (18 min.); "Ami Go Home" H7096 (18 min.); and "Newsreel" C6401 (14 min.). (Total: 50 min.)

22 October Monday Russian area films, English track: "Finnish-Karelian SSR" C6389 (11 min.); "The Urals" C6281 (18 min.); and "Along the Roads of RSFSR, Byelorussia, Ukraine" G6128 (22 min.) (Total: 51 min.)

23 October Tuesday Silent films taken by air attaches: "Motor Trip Through Poland" C7305 (38 min.); and "Motor Trip Through Czechoslovakia" H6679 (10 min.). (Total: 48 min.)

24 October Wednesday Russian Newsreels (4) (60 min.)

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25 October Spanish shorts: "Land of Mexico" B7491 (11 min.); "Bull
Thursday Fight" B7474 (8 min.); "Peoples of Canada" B7498 (20 min.);
and "Girl Scouts" D6180 (21 min.). (Total; 60 min.)

29 October Russian language area film: "Soviet Moldavia" E6230 (57 min.)
Monday

30 October English commercial film: "The Prisoner"
Tuesday (Shows Communist method of brainwashing and interrogation,
apparently refers to Cardinal Mindszenty's trial) (90 min.)

31 October Russian feature: "Bogdan Khmel'nitski" MID 5019 (90 min.)
Wednesday

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SPECIAL LECTURE SERIES:
"SPHERE OF INDIAN INFLUENCE IN SOUTHEAST ASIA"

12 OCTOBER TO
21 DECEMBER

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All CIA personnel interested in gaining additional knowledge concerning the "Sphere of Indian Influence in Southeast Asia" are invited to attend the following lectures on Fridays, at 1430-1630 hours, in Room 2524, Quarters Eye (Wing F). For further information on this lecture series, call Dr. James W. [REDACTED]

SCHEDULE

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12 October	"India's Place in Asia", [REDACTED]
19 October	"India and Her Relations With Her Neighbors"
26 October	"Pakistan-The Moslem Factor"
2 November	"Burma and Ceylon--The Buddhist World"
9 November	"Malaya--Independence"
16 November	"Indonesia--Which Way"
23 November	"Food and People"
7 December	"Communist Impact"
14 December	"Film Festival"
21 December	"Symposium: India-West and India-East"

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SPECIAL LECTURE SERIES:
IN THE MAJOR LANGUAGES OF THE WORLD

10 OCTOBER TO
1 MAY 1957

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All CIA personnel interested in improving their language proficiency and area knowledge are invited to attend this series of foreign language lectures (see Lecture Schedule below) presented Wednesdays at 1530 hours, in room 1016, Recreation and Service Building. Information regarding the series may be obtained by calling [REDACTED]

Recognizing the need for increased knowledge in the language and area fields, the Language and Area School of the Office of Training is offering this series of lectures to be given in the major languages of the world by CIA personnel. Topics of particular interest, both to analysts and personnel in operations, have been selected. The purpose is twofold: To advance your knowledge of foreign languages; to increase your insight into the understanding of foreign peoples--their patterns of thought and behavior.

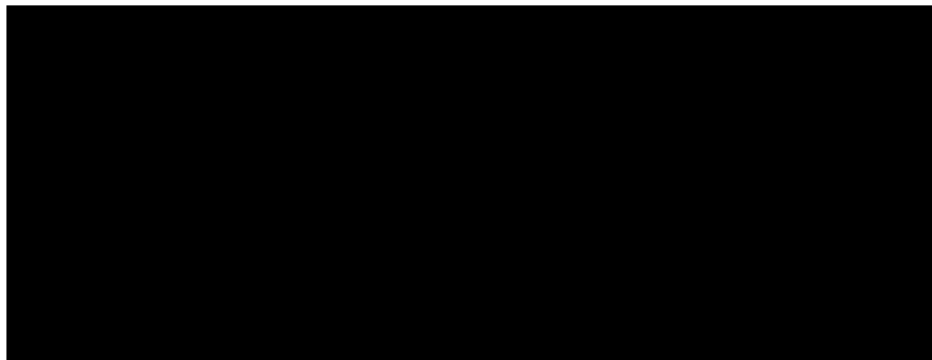
A special feature of the program is the amount of attention devoted to the theme "Understanding and Dealing With Foreign Peoples." Individual lecturers will speak on how to understand and deal with the Russians, the Japanese, the Latin Americans, etc. In this way, much of the "know-how" gained by our personnel through years of experience will be transmitted to you. As a result, it is hoped that in your contacts with the different nationalities, both here and abroad, you will be able to establish more effective rapport and attain better results.

Summaries of the lectures, in English, will be provided in the "Understanding and Dealing With Foreign People" talks, and also in a few other instances. The lecture in Arabic, due to the very limited number of Agency personnel able to understand this language, will be given in English with a brief summary following in Arabic.

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SCHEDULE

10 October	Japanese
17 October	French
24 October	German



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25X1A

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REGIONAL SURVEY

ECONOMIC FACTORS IN ASIA

18 SEPTEMBER to 25 OCTOBER

25X1A

This course will be given from 18 September to 25 October 1956. Classes will be held Tuesdays and Thursdays, from 1345 to 1645 hours, in Room 2524, Quarter's Eye. Applications for registration must be submitted to the Registrar, on or before 4 September. An interview with the instructor, [REDACTED] Room 2511 Quarter's Eye, extension [REDACTED] is expected of applicants.

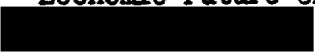
25X1A

This course is designed for personnel who require economic information on Asia and familiarity with the various factors involved. It surveys the region embracing Japan, China, the Philippines, Indonesia, Malaya, Indochina, Thailand, Burma, India, Pakistan, and Ceylon. It deals with the population, soil, mineral and industrial development, international trade, labor, communications, economic relations and problems of the region. At each session there will be a guest speaker, in addition to the regular lecture and film. Students will be required to take an oral test and submit term papers.

COURSE SCHEDULE

Tuesday	18 September	"Asia's Economy" Howard P. Jones, Asst. to Director Far Eastern Bureau, Dept. of State
Thursday	20 September	"Human Fertility in Asia" (Speaker to be Announced)
Tuesday	25 September	"The Soils of Asia" A.C. Orvedal, Chief World Soil Map Group Soil Conservation Bureau Dept. of Agriculture
Thursday	27 September	"Mining in Asia" K. P. Wang and Elna Nahal, Analysts Bureau of Mines, Interior Department
Tuesday	2 October	"Trading With Asia" Davis A. Kearns-Preston, Asst. Chief Far Eastern Div., Bur. of Foreign Comm. Commerce Department

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Thursday	4 October	"Industries of Asia" Wm. Sweeny, Specialist Far Eastern Div., International Cooperation Agency
Tuesday	9 October	"Labor in Asia" Arnold L. Steinbach, Specialist Bur. of Intl. Labor, Labor Department
Thursday	11 October	"Communications and Transportation in Asia" Thomas Hahn, Specialist Signal Corps Intell., Army Dept. Samuel Saegesser, Specialist Trans. Corps Intell., Army Dept.
Tuesday	16 October	"Asia's Economy and the West" Leonard Tysson, Specialist Bur. of Far Eastern Affairs State Department
Thursday	18 October	"Asia's Economic Problems" Rufus Burr-Smith, Specialist Bur. of Far Eastern Affairs State Department
Tuesday	23 October	"Economic Future of Asia" 
Thursday	25 October	Oral Reviews, Test, Reports and Critiques on Term Papers

25X1A

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JAPANESE LANGUAGE: FULL-TIME INTENSIVE

1 OCTOBER TO 11 JULY 1957

25X1A

This course will be given Monday through Friday, from 0845 to 1645 hours, in Room 2511, Quarters EYE. Applications must be received by the Registrar, OTR, on or before 15 September 1956. An interview with the instructor, [REDACTED], is expected of applicants.

This course is designed for beginners in the language. Its objective is to prepare the student to read, write, and speak the language through familiarity with phonetic syllabary and knowledge of some 800 of the most commonly-used Japanese ideographs. Based on combinations of the ideographs, some 2,000 words can be created. While the course emphasis is on oral drill, rigorous grammatical tutelage will be provided in both the written and oral language; achievement of full Japanese language capability demands attention to both.

In these 39 weeks of full-time, daily instruction, the student will receive intensive training equal to that provided in any similar course offered by Governmental or academic institutions.

COURSE SCHEDULE

With Drill Master	0845 - 0950 1000 - 1050	Flash Card Drill - Writing Conversation
With Instructor	1100 - 1150 1200 - 1250	Reading Oral Drill - Grammar
With Sound Mirror	1400 - 1445 1500 - 1545 1600 - 1645	Oral Drill - Tapes Oral Drill - Tapes Study and Preparation

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NATIONAL WAR COLLEGE LECTURES

4 SEPTEMBER TO 25 SEPTEMBER

Senior Agency employees may attend individual lectures given at the National War College, Fort McNair.

Attendance at all lectures requires a TOP SECRET clearance. Visitors must be seated in the lecture hall five minutes prior to the lecture and are not authorized to take notes or make a verbatim transcript of the talk. Visitors may not question the speaker during the question period following the talk. All Agency representatives must be in grade of Colonel, Captain, or GS-14 or above. Due to the very limited seating available to visitors, The National War College has expressed a desire that requests for admission be made on a need-to-know basis.

The Office of Training has been designated as the point of coordination for all Agency requests for attendance at The National War College lectures. Requests may be made by telephone to the Chief, Plans and Policy Staff, extension [REDACTED]. These requests must be submitted no later than eight days prior to the date of the lecture. Notification of the approval of the request will be given by telephone on the day before the scheduled talk. This will be the earliest date at which a determination can be made of changes in the schedule.

The schedule through 25 September follows:

SCHEDULE 0900 HOURS

4 September THE COLD WAR. Mr. James Burnham, Lecturer and Author.

5 September THE NATURE OF MODERN WAR. Colonel George A. Lincoln, USA, Professor of Social Science, United States Military Academy.

6 September DEMOGRAPHIC SOURCES OF POWER. Professor Frank W. Notestein, Office of Population Research, Princeton University.

7 September PRINCIPLES AND PRACTICE OF GEOPOLITICS. Lt. Colonel John E. Kieffer, USAF, Member, Educational Development Division, The National War College.

10 September MORALE AND LEADERSHIP AS ELEMENTS OF NATIONAL POWER. Mr. Alford J. Williams, Jr.

11 September FAITH, RELIGION AND ETHICS AS ELEMENTS OF NATIONAL POWER. The Very Reverend Francis B. Sayre, Jr. and PANEL.

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- 13 September GOVERNMENT AS AN ELEMENT OF POWER. Professor Hardy O. Dillard, The Law School, University of Virginia.
- 14 September INDUSTRY AND MANPOWER AS ELEMENTS OF NATIONAL POWER. The Honorable Arthur S. Fleming, Director, Office of Defense Mobilization.
- 17 September COMPARATIVE ECONOMIC SYSTEMS. Mr. Charles J. Hitch, Chief, Economics Division, The RAND Corporation.
- 18 September SCIENCE AND TECHNOLOGY AS ELEMENTS OF NATIONAL POWER. (Speaker not firm)
- 20 September MILITARY FORCES AS AN ELEMENT OF NATIONAL POWER. (Speaker not firm)
- 21 September NUCLEAR ENERGY AND NATIONAL POWER. Colonel Alden K. Sibley, USA, Director, Educational Development Division, The National War College.
- 24 September THE PEACEFUL USES AND ECONOMIC IMPACT OF NUCLEAR ENERGY. Mr. Gordon Dean, Lehman Brothers.
- 25 September THE MILITARY APPLICATION OF NUCLEAR ENERGY. (Speaker not firm)

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EXTERNAL TRAINING1956 FALL SEMESTER DATES AT UNIVERSITIES IN THE WASHINGTON AREA

If you wish to make application for Agency-sponsored External Training courses [REDACTED] use "Request for Training at Non-CIA Facility," Form 51-136. Your applications must be forwarded, through your Training Officer and the Employee Activity Branch, Personnel Security Division, Office of Security, DD/S, and must be received by the Registrar, OTR, on or before 11 September.

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If you wish to consult catalogs of the following, or other universities, please call the Language and Area School, room 2129 Eye Building, ext. [REDACTED]

<u>UNIVERSITY</u>	<u>REGISTRATION DATE</u>	<u>CLASS DATE</u>
American University	13-19 September	20 September
Catholic University	undergraduate, 21-24 September graduate, 24-27 September	undergraduate, 24 September graduate, 27 September
Dept. of Agriculture	15-22 September	24 September
Georgetown University Institute of Languages and Linguistics	19-21 September 17-18 September	24 September 24 September
George Washington University	20-21 September	24 September
Johns Hopkins University, SAIS	24 September	25 September
Pentagon Courses: George Washington University University of Maryland	18-19 September 12-14 September	1 October 24 September
University of Maryland	18-21 September	24 September
University of Virginia, Extension Division, Arlington	Through 25 September	26 September

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B-3

This Intelligence School course listing supersedes that found in your current OTR Catalog. Please cut out this listing and place it in your office copy of the Catalog as course number B. 3 (Former title, Basic Orientation).

TITLE Intelligence Orientation

OBJECTIVES Introduction to Intelligence Phase
 Mission, structure and functions of the American intelligence community. Mission, organization and functions of CIA
 The role of CIA components in collection, production and dissemination of intelligence and the conduct of other activities
Introduction to Communism Phase
 A basic understanding of the Communist ideology and of the background, organization, activities, and capabilities of the International Communist Movement and the USSR

PREREQUISITES Top Secret Clearance
 Pretest

ENROLLMENT 25 to 125

DURATION Four weeks (160 hours)

LOCATION Headquarters

Introduction to Intelligence Phase:

This is the first phase of the four-week course, Intelligence Orientation, required for all intelligence officers and such other officer personnel as are concerned with the support of Agency activities.

This phase defines the Agency's place in the national security framework and the intelligence community. It describes the functions of Agency offices, their interrelationships, the nature of intelligence, and other activities of CIA.

The responsibilities and functions of various Offices are explained by guest lecturers. Students receive personal attention in a series of staff conducted seminars. The Intelligence Products Exhibit familiarizes the student with the scope of the Agency's intelligence activities.

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Introduction to Communism Phase:

As the second phase of the four-week course, Intelligence Orientation, this is required for all intelligence officers and such other officer personnel as are concerned with the support of Agency activities. As a separate course, this phase will normally be prerequisite to further courses in the School of International Communism and the USSR. (See course C-1)

This course provides a basic introduction to the International Communist Movement. The major section is devoted to the background of the movement, with particular emphasis upon its origins and appeals; the significance of its doctrine; its general organizational concepts, with emphasis upon the current structure of both the open and underground parties; and the tactics employed to increase Party influence and power and to carry out insurrectionary activity.

The course also provides a brief orientation on the USSR, both characteristics of the USSR as a national state, and the role of the USSR in the International Communist Movement. The principal events of Soviet historical development, the interrelationships of the Communist Party of the Soviet Union and the Government of the USSR, the Soviet economy, Soviet military, scientific and clandestine capabilities, and current Soviet objectives are emphasized.

A briefer section is given to coverage of the development of the Communist Party China and the current status of Communist China in the International Communist Movement.

The course includes lectures, demonstrations, films, and a series of basic readings.

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C-1

This new School of International Communism course will be listed in your next issue of the OTR Catalog. Please cut out this listing and place it in your office copy of the Catalog as course number C-1.

TITLE Introduction to Communism

OBJECTIVES A basic understanding of the Communist ideology and of the background, organization, activities, and capabilities of the International Communist Movement and the USSR

PREREQUISITES Top Secret clearance
Pretest

ENROLLMENT 25 to 125

DURATION Two weeks (80 hours)

LOCATION Headquarters

As the second phase of the four week course, Intelligence Orientation, C-1 is required for all intelligence officers and such other officer personnel as are concerned with the support of Agency activities. As a separate course, C-1 will normally be prerequisite to further courses in the School of International Communism and the USSR.

This course provides a basic introduction to the International Communist Movement. The major section is devoted to the background of the movement, with particular emphasis upon its origins and appeals, and the significance of its doctrine; its general organizational concepts, with emphasis upon the current structure of both the open and underground Parties; and the tactics employed to increase Party influence and power and to carry out insurrectionary activity.

The course also provides a brief orientation on the USSR, both characteristics of the USSR as a national state, and the role of the USSR in the International Communist Movement. The principal events of Soviet historical development, the interrelationships of the Communist Party of the Soviet Union and the Government of the USSR, the Soviet economy, Soviet military, scientific and clandestine capabilities, and current Soviet objectives are emphasized.

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This new School of International Communism course will be listed in your next issue of the OTR Catalog. Please cut out this listing and place it in your office copy of the Catalog as course number C-2.

TITLE Party Organization and Operations

OBJECTIVES A concrete knowledge of the organization and intra-Party activities of Communist Parties in the Free World

PREREQUISITES Top Secret clearance
Introduction to Communism, or equivalent

ENROLLMENT 10 to 30

DURATION Four weeks, half-time (80 hours)

LOCATION Headquarters

This course expands the Party organization and internal operations sections of the former World Communism course. It is available to intelligence officers throughout the Agency who need a practical working knowledge of the structure and activities of Communist Parties outside of the Sino-Soviet Bloc, and for operations officers it fulfills a prerequisite for course O-6.

A two-day introductory section analyzes the relationships between the International Communist Program and the programs of specific parties, with emphasis upon the types of tactics used by national Parties to expand their strength and influence. This is followed by a review of Party organizational principles and the current status of non-Orbit Parties. The major section of the course is made up of a series of detailed analyses, using case histories, of the structure, functions, and the day-to-day operations of open and underground Parties and front organizations. Principal emphasis is placed upon cadre, agitprop, front, underground and espionage activities.

The course includes lectures, discussions, assigned readings, and the preparation of a research paper.

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I-1

This Intelligence School course listing supersedes that found in your current OTR Catalog. Please cut out this listing and place it in your office copy of the Catalog as course number I-1 (former title Intelligence Principles and Methods).

TITLE Intelligence Techniques

OBJECTIVE To instruct and give practice in the skills and methods involved in the processing of intelligence materials

PREREQUISITES Top Secret clearance

Intelligence Orientation course, or equivalent in Headquarters or Field experience

ENROLLMENT 10 to 30

DURATION Four weeks (160 hours)

LOCATION Headquarters

Intelligence Techniques is a course designed to give instruction and training primarily to Junior Officer Trainees and other new professional employees who will be engaged in the processing of intelligence materials. The course is scheduled to follow immediately after the Intelligence Orientation course.

In Intelligence Techniques the emphasis is on "learning by doing." In lecture-discussion periods students are instructed in methods of processing information for a variety of intelligence purposes. The techniques are then applied in a series of exercises, such as preparation of an OO-B report; abstracting or extracting information pertinent to a particular problem from a number of related documents; writing intelligence briefs, memoranda, and special articles. Practice is also afforded in the oral presentation of intelligence through a series of briefings on selected subjects and problems of current strategic intelligence. In order to obtain experience in intelligence research methodology, each student selects an intelligence problem and reports the results of his research.

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THE IMPORTANCE OF EFFECTIVE WRITING

(By the Staff of the Writing Workshop, Intelligence School)

CPYRGHT

"Do but take care to express yourself in a plain, easy Manner, in well-chosen, significant and decent Terms, and to give a harmonious and pleasing Turn to your Periods; study to explain your Thoughts, and set them in the truest Light, labouring as much as possible, not to leave them dark nor intricate, but clear and intelligible."

CERVANTES: Preface to Don Quixote

Most of us cannot hope to develop that smooth, free style in our writing which will give "a pleasing Turn to our Periods" as suggested by Cervantes, but with practice and care you can explain your thoughts so that they are clear and intelligible.

In your writing you must first of all have something to say, and then must say it as clearly and concisely as you can. Although style and format may differ in various offices of the Agency, there are certain things all authors should strive for. If you attain them you will be able to express yourself so that your readers not only will understand what you are saying, but also cannot misunderstand it -- in writing for the intelligence community it is imperative that you not be misunderstood.

First of all you should strive for accuracy. Accuracy, in turn, requires that you be honest and objective. You must report things as you see them and must keep personal prejudices out of your writing. You must not report as fact something based on supposition or insufficient evidence. In order to write accurately, you must write clearly; this is our next point.

There are a number of aspects to clarity, one of the most important of which is good diction -- the use of the precise word. Always try to use the familiar word and avoid jargon. Why say "subsequent to" when you mean "after"? Don't use technical terms that are clear to the specialist but unintelligible to the outsider -- the "eutectic point" of metal is nothing more nor less than the melting point of metal, but what layman would know that? Another aspect of clarity is lack of ambiguity. Very often you know what you mean in writing a sentence, but will the reader? "Censure for the New Deal cannot, in justice, be too sharp." Your interpretation of what

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that sentence means depends on whether you are a Democrat or a Republican! Clarity also entails good sentence structure. Keep your sentences short and compact; don't put a strain on your reader's memory by separating widely parts of a sentence that are closely related to one another. Avoid permitting a meandering stream of words to masquerade as a sentence.

When we consider clarity we must consider conciseness. Use as few words as possible without losing the flavor of what you want to say. Verbiage is defined as "an abundance of words without necessity or without much meaning." If a man is "of the dogmatic type" he is surely just "dogmatic". If you are "desirous of doing something", you want to do it. We are all guilty of verbosity, and it is a fault that we can only overcome through careful rewriting and editing.

Careful rewriting and editing will also eliminate a great many mechanical faults. Errors of syntax, punctuation, and spelling are examples of these mechanical faults.

If you can master the art of writing clearly and concisely, you are well on your way to developing impact in your writing and thus putting your thoughts across with the maximum effect.

Finally, all this adds up to style. Jonathan Swift says that "proper words in proper places make the true definition of style." Good style includes, in addition to the points already mentioned, an easy flow of language, proper organization of material, and variation in sentence structure.

A person cannot be taught how to brilliantly, but he can be made aware of the faults outlined above so that he will correct them when they occur in his writing and ultimately, after practice, eliminate them entirely. OTR provides two writing courses to help an individual improve his writing. First, there is the course in Effective Writing taught by Professor [REDACTED] This course is given in a series of two one-hour sessions per week for ten weeks. Its objectives are: to study principles of exact, clear, forceful, expository writing; to investigate the most effective methods of organizing and presenting written material; and to sharpen the capacity to perform accurate, logical treatment and show the relationship between thinking and writing. The next class begins 24 September.

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The second course is the Writing Workshop, which consists of nine three-hour sessions during a four-week period and has a maximum enrollment of 12. It has as its objectives review of the elements of, and appreciation of the principles of, clear and concise writing. The course is conducted on the "learn by doing" principle and gives special attention to the development of a simple, direct style and to the solution of writing problems such as structural organization and diction. The next class begins 10 September.

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OTR AND AGENCY TRAINING OFFICER DIRECTORIES

OFFICE OF TRAINING

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	<u>Ext.</u>	<u>Room and Building</u>	
Director of Training	Matthew Baird	11, [REDACTED]	25X1A
Deputy Director of Training	[REDACTED]	11, [REDACTED]	
Plans and Policy Staff	[REDACTED]	4, [REDACTED]	
Editor, <u>OTR Bulletin</u>	[REDACTED]	1-B, [REDACTED]	
Support Staff	[REDACTED]	8, [REDACTED]	
Registrar	[REDACTED]	18, [REDACTED]	
Processing Section	[REDACTED]	1107, Alcott	
Assessment & Evaluation Staff	[REDACTED]	1331A, R & S	
Junior Officer Training Program	[REDACTED]	2413, Alcott	
Intelligence School	[REDACTED]	2009, R & S	25X1A
School of International Communism & the USSR	[REDACTED]	2204, Alcott	
Operations School	[REDACTED]	201C, [REDACTED]	
Language and Area School	[REDACTED]	2129, I	
Testing and Research	[REDACTED]	2520, Qtrs. I	
Eastern Department	[REDACTED]	2518, Qtrs. I	
Western Department	[REDACTED]	2129, I	
Special Asst. for DD/I	[REDACTED]	347, Admin	
O/DDI	[REDACTED]	354, Admin	25X1A
OCR	[REDACTED]	[REDACTED]	

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ORR		1117, M
ONE		105, Admin
OCI		2052, Q
		2052, Q
OSI		1713, Barton
OBI		126, [REDACTED]
OO		402, 1717 H
CONTACTS		523, 1717 H
		523, 1717 H
SOVMAT		410, 1717 H
[REDACTED]		414, 1717 H
FDD		2021, [REDACTED]
		2029, [REDACTED]
Special Asst. for DD/S		222, East
Audit		1113, I
Management		555, 1717 H
Medical		1303, J
Communications		2308, I
Comptroller		1309, Alcott
Finance		2000, I
Logistics		2406, Qtrs. I
Personnel		249, Curie
Security		2514, I

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