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OTR DRAFT



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TRAINING
1 November 1956

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LANGUAGE TRAINING

DEVELOPMENT OF FOREIGN LANGUAGE PROFICIENCY

SYNOPSIS: This regulation prescribes policies, responsibilities ~~and procedures~~ for the development of (1)

foreign language proficiency of staff personnel ~~with~~

~~in their duty assignments and~~

~~to meet their capacity to serve the Agency,~~ and

Prescribes policies, responsibilities and procedures

for the development of

(2) a reserve of staff personnel proficient in foreign

languages which are unusual, difficult or in short supply

to meet probable and possible future needs of the

Agency.

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1. POLICY

a. Current and future language requirements of the Agency will be determined and will constitute the basis for attainment and maintenance of
language proficiency by appropriate staff personnel.

Be established as one of the job qualifications for such positions.

A reserve of staff personnel proficient in foreign languages which are unusual, difficult or in short supply will be established to meet probable and possible needs of the Agency.

b. Staff personnel will be encouraged to cooperate with their supervisors
and Career Management Officers in their personal development of language competence. This will require considerable allocation of other-
wise free time to language study. Moreover, it will require maximum exploitation of overseas assignment toward this end.

For the separate Regulation or section on Reserve Specialist Program.

For the encouragement of individuals

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upon recommendation of command supervisors and acceptance

c Foreign language training will be provided to staff personnel ~~accepted~~ for enrollment by the Director of Training on Agency time, at Agency expense for any or all of the following purposes:

- (1) To meet established foreign language qualifications of their current or prospective duty assignments. -
- (2) To bring the levels of the foreign language proficiency they possess to higher levels of proficiency.
- (3) To acquire proficiency in foreign languages which are unusual, difficult or in short supply, designated as being of probable or possible future significance to the Agency.

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- (4) To increase professional competence as an intelligence officer, whose career plan provides rotation in assignment
~~and to provide flexibility in the assignment of the individual~~ to Agency duties which require, or could be better performed by, personnel possessing foreign language proficiency.

2. RESPONSIBILITIES

a. Deputy Directors

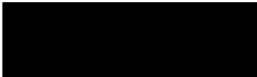
~~Deputy Directors~~ will:

- (1) Determine current and projected requirements for language competence
~~Establish, in collaboration with the Director of Personnel, the~~
for the full discharge of their responsibilities.
~~foreign language qualifications for each staff position under their~~
~~jurisdiction, in terms of type and level of proficiency.~~
- (2) Take all necessary steps, including implementing procedures and
~~in collaboration with the head of the Career Service, to establish~~
controls, to assure the continuing attainment and maintenance of
~~ensure that staff personnel, under their jurisdiction, acquire and~~
language proficiency by staff personnel under their jurisdiction.
~~maintain proficiency established for the position to which they~~
~~are assigned or to be assigned.~~

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(3) ~~Advise the Director of Training in the development of a table of career staff personnel proficient in foreign languages which the Director will use in his staff selection.~~

(a) Establish specific requirements for foreign languages which should be treated under the Reserve ~~MAN~~ Language Specialist ~~MAN~~ Program.

(b) Nominate for the Reserve ~~MAN~~ Language Specialist ~~MAN~~ individuals who have demonstrated language and functional potential.

For the separate Regulation or section on the Reserve Specialist Program

b. The Director of Training will:

(1) Provide for the training of staff personnel in foreign languages in accordance with the policies and objectives of this regulation, and, the authority and responsibilities delegated to him in Regulations

(2) Develop, direct, and conduct foreign language aptitude and proficiency tests.

(3) Establish standards to be met by staff personnel for training in a foreign language.

(4) Certify, to Operating Officials, Heads of Career Services and the Director of Personnel, on the basis of foreign language aptitude and proficiency test results, as to:

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(a) The probable capability of individuals proposed for language training to achieve designated levels of proficiency in a given foreign language.

(b) The level of proficiency an individual possesses in a given foreign language.

(5) Plan and administer a Language Specialists Program with a view to

for the separate Regulation or section on the Reserve Specialist Program

~~developing~~, over a period of years, a small number of ^{appropriate} Career Staff ~~specialists~~ *who are members of the Career Staff* ~~personnel~~ with exceptional fluency and language versatility in ~~all~~ languages that are especially difficult, unusual, or in short supply. in response to long-range require-

Towards this objective, he will/ ~~will advise/ add assistance/ of~~ ments of DD/P and other appropriate operating officials:
~~appropriate operating officials.~~

(a) Designate, annually, languages to be included in the program, the projected operational needs of taking into consideration/ the basic objectives of the program the Agency, and the opportunities for training.

(b) Plan, schedule and monitor the participation of designated ~~Establish standards and procedures for selection of personnel~~ staff employees in the program.
~~for the program.~~

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(c) Forward with appropriate recommendation,

~~Recommendation~~ to the Career Council, ~~submitting the~~ ~~names of~~

nominations of the Deputy Directors of qualified staff

personnel from whom the Career Council will select six or

more to receive intensive training in such languages.

training

(6) Publish information pertaining to procedures / standards, training courses, testing schedules, quotas and other material pertaining to foreign language training of Agency personnel.

c. The Director of Personnel will:

(1) Record foreign language qualification requirements for staff positions. (Added by Office of Personnel to 1 June draft)

(2) Establish and maintain a Foreign Language Register which will record the language proficiencies of all staff personnel.

(3) Monitor the utilization of foreign language ^{personnel proficient in} ~~proficient~~ personnel throughout the Agency .

3. PROCEDURES

a. ~~For Developing Foreign Language Proficiency to Meet Current Agency Requirements/~~

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Specialists Reserve

b For Developing a Reserve of Foreign Language Proficient Personnel to Meet Future Agency Needs Under the Language Specialists Program

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- (1) Annually the Deputy Directors will advise the Director of Training, through established planning channels, of those foreign languages designated as unusual, neglected or in short supply in terms of the probable or possible future needs of the Agency, for which training opportunities should be developed. The functional specializations in which the languages will be needed will also be specified.
- (2) Annually notify appropriate career
- (2) Annually the Director of Training will/ ~~publish lists of~~ foreign management, training, and Publications Control officers of foreign languages designated as unusual, neglected or in short supply in terms of the probable or possible future needs of the Agency for
He will specify the related
which training opportunities are offered. ~~He will invite~~
functional specializations required by candidates and will invite
~~non and candidates of candidates from throughout the Agency every~~
application and nomination of candidates from throughout the Agency
~~for intensive training in these designated foreign~~
every 12 months for intensive training in these designated foreign
~~languages.~~
languages.

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- (3) Career Staff personnel desiring to become candidates for intensive foreign language training under this program may apply for such and established Career Management channels. training, through their supervisors/ ~~to the Director of Training.~~
- (2) ~~In addition, Deputy Directors for Personnel/ Career Staff/ personnel for training under this program.~~
- (4) Candidates for such training will be recommended and selected on the basis of exceptional qualifications for development of advanced foreign language proficiency without necessary reference to the requirement of their current duty assignments and with a view to Functional duty, as needed, anywhere within the Agency. / Qualifications will be determined/ and certified by the Office of Training Qualifications Review Panels;
- (5) Qualifications for such training will include superior language aptitude, outstanding interest and motivation to acquire foreign language proficiency, and above-average professional aptitudes in Agency functional specializations or competence and performance/ within the Agency. which require the specified language competence.

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- (6) Final selections of candidates will be made by the CIA Career
(S) nominations of Deputy Directors and recommendations

Council on the basis of ~~recommendations~~ /by the Director of Training

c. For Establishing the Foreign Language Register:

- (1) Foreign language questionnaires will be provided to all staff personnel of the Agency by the Director of Personnel as soon as practicable after the date of publication of this regulation.
- (2) Those personnel claiming foreign language proficiency whose proficiency has not been evaluated will be designated for proficiency testing by the Operating Officials concerned in accordance with schedules set by the Director of Training.
- (3) The Director of Training will furnish the Director of Personnel with the results of foreign language proficiency tests for inclusion in official records, and the individual's personnel folder.

d. For Establishing Language Aptitude.

- (1) Prior to enrollment in language study or development of career plans envisaging the same, supervisory personnel will schedule the employee for language aptitude testing by OTR in accordance with established scheduling procedures. The results of such tests

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will be included in the training records maintained by the OTR Registrar and such other training, career management, and personnel records as the separate offices may designate.

- (2) Language aptitude testing will be included as an integral part of the prescribed EOD testing for professional personnel and will be incorporated into appropriate personnel and training records.

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