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DDS 66-1889

6 APR 1966

DD / S R E G I S T R Y

F I L E Training 3

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : CIA's Foreign Language Training Program

REFERENCE : (a) Memo dtd 8 Feb 66 to DTR fr DDS,  
same subj.  
(b) Memo dtd 11 Dec 65 to DDCI fr DDS,  
same subj.

1. This memorandum is for information only. It is in response to Reference a, paragraph 3.

2. As an initial step in implementing the Agency's new Foreign Language Policy as approved by the DDCI on 1 February 1966, I have appointed the Deputy Director of Training as Chairman of the CIA Committee for Language Development. This Committee, represented by a senior officer from each of the four Agency directorates, will be responsible for (a) assisting the Director of Training in developing procedures for implementing the language development program, (b) assisting Deputy Directors in developing realistic language and language training requirements, (c) providing centralized monitoring of the program, and (d) recommending policy changes or additions to the Program where necessary. An example of the latter would be to recommend whether monetary incentives are to be used in connection with the program; and if affirmative, to develop the ground rules for their administration. The Committee may elect to act on this provision prior to OTR's revising

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3. One of the first problems to be presented to the Committee, which the DDTR hopes to convene on 8 April 1966, is the matter of testing language proficiencies of employees who have claimed some knowledge of a foreign language. This we believe must be done before the Agency can embark on any comprehensive language training program. The Agency's language qualification register is completely unreliable as now recorded; we estimate that less than one third of those employees claiming proficiency actually possess that proficiency. The first step, therefore, is to purge or purify the register.

4. As of this date, the intensive testing program has proved a disappointment. The average number of employees being tested each

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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week is only 30 while an average of 56 test periods are scheduled (our maximum capacity is 72). Employees either fail to show or request to be rescheduled. Unless this situation improves we will have tested only about 1,400 employees by the end of this calendar year out of a total of 2,600 that should be tested. The importance of language testing will be brought to bear on each committee member. We will look to them to inspire more enthusiasm in their components for this phase of the program than heretofore shown. Also, OTR will be looking for suggestions from Committee members as to maintenance of the qualification register.

5. Another item for the Committee's first meeting is the subject of language requirements and language training requirements. Language requirements must be determined prior to the establishment of training requirements. The Chief of the Language School is developing a format to be used by Agency components in outlining their current language requirements. This format will be reviewed with the Committee prior to its use by the Directorates.

6. Since the Working Group envisioned that it would take up to four years for the Agency to fully develop and maintain language skills required to discharge the mission and functions of the Agency, this will be the guiding principle for the Committee and OTR. During the remainder of FY 1966 Agency components, working in concert with their representatives to the Language Development Committee, will determine, and develop language requirements and language training requirements for FY 67. As the program gains momentum and as the Language School augments its training capabilities, we foresee a gradual build-up in the number of employees engaged in foreign language training at any one time. The peak may not be reached until FY 69 or FY 70. This will depend, of course, on the number of employees the DDP and other Deputy Directorates are able to place in full- and part-time language training during any one year. We may find that the number in training will rise moderately during FY 67, again in 68, then tend to remain constant through FY 70-71.

7. OTR, in its recent Program Call, assumed that Agency components would not be able to place large numbers in training until late FY 67 or early FY 68. Using this as our guide, and with a constant increase in the numbers of Career Trainees engaged in language training, we believed that it would be necessary to start augmenting the Language School Staff during FY 67. We believe the school will need additionally 2 staff instructors, one more clerical employee, 3 full-time contract

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instructors, and a number of additional instructors employed on a WAE basis. During FY 68, seven more full-time instructors and 16 WAEs will be required. The School as presently staffed will be able to meet training requirements during the interim period, i.e., remainder of this fiscal year and the first few months of FY 67.

8. A major problem in language training is to provide for full utilization of language classes. In the five common languages, one instructor is able to accommodate 5 or 6 students to a class. Currently an average of only 2 students is enrolled in each class. This problem will also be taken up with the Language Development Committee to determine whether, through regular scheduling, classes can be fully committed. If this problem cannot be overcome the Language School is going to be hard pressed to meet all training requirements even with an increase in its instructional staff.

9. It is clear that we plan to rely heavily on the Language Development Committee to assure smooth and progressive implementation of the Language Development Program. By working through committee members, we should be able to exert steady pressure on Agency components to provide us with realistic training requirements, and to make certain that employees in their components are tested and enrolled in language classes.

[Redacted Signature]

John Richardson  
Director of Training

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