

OTK

Notes to Training Officers

1. Reminder: Course registrations close one week prior to the start of classes. For details, see last week's newsletter.

2. A Craig Reader is available for use in the Language Lab (Room 1D-1609 Headquarters). This machine is designed to help improve and maintain skill in rapid reading. All Agency personnel are encouraged to make use of this device, particularly those who have graduated from the Reading Improvement courses sponsored by OTR. Instructions for its use are posted next to the machine which can be used at any time; no appointment is necessary.

3. An additional running of the Intelligence Briefing course has been scheduled for 27 April - 20 May in Room 401, 1000 North Glebe Road. (Briefing Techniques)

4. One more series of Reading Improvement courses has been scheduled for FY 1970. It is anticipated that no other courses will be scheduled before Fall 1970. Dates and places for the Spring series are:

Ames Building - 15 April - 13 May
First week: Wed. & Fri. - 0900 - 1100
Remainder of Course: Mon. & Wed. - 0900 - 1100

25X1A6a

[Redacted] - 13 April - 13 May
Mon. & Wed. - 1330 - 1530

1000 North Glebe Road - 14 April - 14 May
Tues. & Thurs. - 0900 - 1100

BPS	
WIA	25 Feb 70
WCC	25 Feb 70
WLF	25 Feb 70
WJH	25 Feb 70
WRH	2/25/70
WRK	2/25/70
WRW	2/25/70
SEC	