

S-E-C-R-E-T

NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER

NPIC NOTICE
NO. 18-1-14

TRAINING
30 June 1966

PROCEDURES FOR REQUESTING EXTERNAL TRAINING

RECISION: NPIC Notice No. 18-1-13, 28 October 1965

25X1 1. Effective 1 July 1966, Agency Form 136 (2-66), Request for Training at Non-Agency Facility, will be used vice Agency Form 136 (11-62), Request for Training at Non-CIA Facility. The new form will be stocked in the Supply Room.

2. The division or staff will complete the fan-fold Form 136 (2-66) as indicated below, and forward intact all seven copies to the Training Branch, Support Staff.

- Items 3-7, as indicated
- Item 8, insert "DDI/NPIC"
- Items 9-10, as indicated
- Items 11-12, as indicated or if unknown insert, "next available opening"
- Item 15, insert, "full time, part time, or combination"
- Item 23, title of course as published
- Item 24, appropriate name of university, government facility, commercial facility, etc.
- Item 25, as indicated or if unknown leave blank
- Item 26, obtain from catalog or brochure announcing course and include the specific coverage of the course related to the applicant's position
- Item 27, leave blank (to be completed by NPIC Budget and Financial Analysis Branch)
- Item 28, leave blank (for special or unique programs, submit announcement or brochure with Form 136 so that Training Branch can insert appropriate data)
- Item 29, use job title of applicant, e.g., Computer Programmer, Intelligence Analyst, Photo Interpreter, Editor, etc.

Handwritten signature and date: 1/14/69
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- Item 30, a comprehensive statement of justification for the requested training as related to the applicant's present or future position and duties
- Item 31, as indicated if cover is backstopped by DDP/OPSER/CCS or is being requested for this training
- Item 32, leave blank (Training Branch, Support Staff, will complete)
- Item 33, applicant will sign and date. If applicant is unavailable, supervisor will sign as "For" the applicant
- Item 34, Division will type the following, "Recommend Approval, Chief, (appropriate) Division." Division Chief will sign in the "Training Officer" blank
- Item 35, Executive Director/NPIC, or Chief, Support Staff, for Executive Director/NPIC, will sign
- Item 36, Chief, Training Branch, SS, will sign
- Items 37-38, leave blank

3. Requests for external training should be submitted to Training Branch, SS at least one month prior to the commencement of training to allow sufficient time to permit proper processing. Chief, Training Branch, Support Staff, is responsible for securing approval of the Executive Director for the proposed training; coordinating the request with the Office of Training; and informing the component when arrangements for training have been completed. Any questions should be referred to Chief, Training Branch, SS, on extension

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Executive Director

Distribution: No. 3

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NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER

NPIC NOTICE
NO. 18-1-15

TRAINING
11 October 1966

PROCEDURES FOR REQUESTING ATTENDANCE AT PROFESSIONAL MEETINGS

1. Effective immediately Agency Form 2504 (8-65), Request for Travel and/or Contact, will be used for all NPIC personnel anticipating attendance under Agency sponsorship at professional meetings, conventions, symposia, etc.

2. The Divisions/Staffs will complete fanfold Form 2504 as indicated below and forward to the Training Branch, Support Staff.

a. In addition to the normally required items on Form 2504, the following information will also be included.

- (1) Name and/or sponsor of professional meeting, etc.
- (2) Job titles of attendee(s).
- (3) Whether or not the attendee(s) is a member of the organization.
- (4) Locale of meeting (if local, no travel will be authorized).
- (5) Dates of meeting.
- (6) Amount of registration fee and any other information pertaining to registration.
- (7) Brief statement of justification and objectives.

3. Requests for attendance should be submitted to the Training Branch, Support Staff at least two weeks prior to the beginning date of such meetings. The Chief, Training Branch will coordinate all requests for a particular meeting and forward them to the Executive Director, NPIC. Upon approval by the Executive Director, Chief, Training Branch will notify the appropriate Division/Staff of this action. Any questions should be referred to the Chief, Training Branch.

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[Redacted Signature Box]

Executive Director

*W. W. ...
Per 5-3
1 Apr 69*

Attachment

Distribution: No. 3

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REQUEST FOR TRAVEL AND/OR CONTACT

TRAVEL CONTRACT CONTACT
 BOTH

NAME, GRADE, OFFICE PHONE, HOME PHONE

John Doe, GS-12, X2222 home phone 888-8888
 John Doe, GS-12, X2222 home phone 888-8888

MODE OF TRAVEL EXCESS BAGGAGE BAGGAGE WEIGHT RENTAL CAR TRAVEL ADVANCE
 Commercial Air YES NO YES NO YES NO YES NO

COVER ORDERS YES NO TYPE COVER ORDERS COURIER ORDERS YES NO TYPE COURIER ORDERS

ID CARD YES NO TYPE ID CARD CIA CLEARANCE CERTIFICATION YES NO CLEARANCE CERTIFICATION

TYPE OF TRAVEL PERSONNEL RECRUITMENT OPERATIONAL SUPPORT PROFESSIONAL SOCIETY TRAINING EOD
 RESEARCH & DEVELOPMENT OTHER (specify)

DETAILED ITINERARY & PURPOSE (Name, address & phone of persons & places to be visited and specific purpose & time of each appointment. In contract cases, indicate each company to be visited and whether it is precontract or contract. Also indicate whether contract is SC-0 or SC-1.)

5 April - Depart Washington, D.C.
 Arrive Chicago, Illinois

8 April - Depart Chicago, Illinois
 Arrive Washington, D.C.

6-8 April Attend Annual ASTD Convention, Chicago, Illinois
 Registration Fee: \$25 (both applicants(are)members of the ASTD)
 (are not)

Justification: These individuals are (job titles as appropriate) and their purpose is to (justification and objectives).

S A M P L E

COORDINATION			REQUESTED BY	DATE
SIGNATURE	COMPONENT	DATE		
			APPROVED BY	DATE