

Department of State  
AGENCY FOR INTERNATIONAL DEVELOPMENT  
Orientation Training Branch  
Training Division  
Office of Personnel Administration  
Room A102, State Annex 10  
1711 New York Ave., N.W.  
Telephone: DU 3-6823 or Code 182, X6823

### Vietnam Special Program

## Group Nine

The attached schedule sets forth the Vietnam Special Program for the period February 27 - March 17, 1967.

AID/Washington staff members are invited to attend any of the presentations. It has been our experience, however, that some schedule changes become necessary. Therefore, personnel expecting to visit a particular lecture should check with the Orientation Training Branch to be sure that no change has occurred.

February 27 - March 3 Unit I

March 13 - March 17 Unit X Vietnam

Persons with less than 3 weeks of orientation will be given a written notice of their schedule.

*Michael P. Guido*  
Michael P. Guido, Chief  
Orientation Training Branch  
Training Division  
Office of Personnel Administration

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Course Chairman:

Mr. Michael P. Guido

## DAILY CLASS SCHEDULE

Program Title: Unit I

Room: B106

Session: General AID

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
February 27	February 28	March 1	March 2	March 3
9:00 - 10:15 REGISTRATION Room A102	8:50 - 10:00 ID CARDS (See note #1)	9:00 - 10:30 BRIDGE TO UNDERSTANDING Dr. G. Winfield	9:00 - 9:45 AMERICAN INTEREST IN YOUTH (C) Mr. Olin Robison Dept. of State	9:00 - 9:45 GOOD HEALTH PRACTICES Harold Beeson, MD Dept. of State
10:30 - OATH OF OFFICE Room B106	10:20 - 11:20 (C) ERA OF INSURGENCY Mr. James Ludlow Dept. of State	10:45 - 12:00 LANGUAGE APTITUDE TEST (See note #2): PARTICIPANT Miss Marcelle Carlier and/or Mrs. Majorie Keith	10:00 - 11:15 TRAINING Mr. William Elsen	10:00 - 12:00 CONFLICTING IDEOLOGIES Mr. Charles Vetter USIA
10:35 - 10:50 WELCOME (FILM) Mr. Wm. S. Gaud Administrator/AID	11:35 - 12:05 PUBLIC SAFETY Mr. Mike McCann		11:30 - 12:30 READ VIETNAM MATERIALS IN PREPARATION FOR NEXT WEEK. DO NOT GO TO FE/PERS OR VN DESK.	12:15 - 12:30 COMPLETION OF TIME AND ATTENDANCE CARDS Miss Ellen Wheedleton LUNCH
10:55 - 12:20 SECURITY BRIEFING Mr. R. McCutcheon	L U N C H	L U N C H	L U N C H	
1:20 - 2:15 INTRODUCTION TO ORIENTATION Mr. Mike Guido	1:00 - 2:50 DISCUSSION AND QUESTIONS: 1:00 - 1:30 PERSONNEL Mr. Dale Rose	1:00 - 2:30 CIVIL RIGHTS Mr. A.B. Caldwell Dept. of Justice	1:15 - APPOINTMENT WITH YOUR PERSONNEL REPRESENTATIVE (See note #3) GROUP MEETING Room 203B, SA-1	1:30 - 3:45 COMMUNICATION TRAINING Orientation Training Branch Staff
2:25 - 3:30 FILM: "WORLD FOOD CRISIS"	1:35 - 2:15 MEDICAL BENEFITS Mr. A.M. Lerner	2:45 - 3:45 PROGRAM TO BE ANNOUNCED (C)	Mrs. Audrey Callahan, Tel.: 182, 7412.	4:00 - 5:00 SUMMARY AND EVALUATION Mr. Mike Guido
3:45 - 4:30 ORGANIZATION OF AID Mr. Dick Parsons	2:20 - 2:50 TRAVEL Mr. Dan Hagmann	4:00 - 5:00 INSURANCE REVIEW Room B107C 5:00 - 5:15 LAFAYETTE	FOR TRAVEL APP'T (See note #4) 3:30 - 5:30 SECRETARIES ONLY	
4:40 - 5:00 COMMUNICATION BETWEEN AN AMERICAN AND A FOREIGNER Training Division Staff	2:50 - 3:00 UNION (AFGE)	FEDERAL CREDIT UNION Miss Hazel Gant	Report to Room A111, SA-10 (See note #5)	
	3:00 - 4:10 COMMUNICATION TRAINING Orientation Training Staff			
	4:25 - 5:25 SKILLS INVENTORY Mr. Joseph Brooks			

1. To obtain ID Cards, report directly to the Office of Security, Room L-17 (downstairs in the basement) SA-9 (Sherman Building, 1101 15th Street, corner of 15th and L Streets, N.W.) at 8:50 A.M. A northbound shuttle bus leaves the State Department at 8:35 A.M. for SA-9. The return southbound shuttle bus departs from SA-9 at 9:30 and 10:00 for SA-10. When your ID card is ready for pick-up, a classroom announcement will be made and a name listing posted on the bulletin board in Room B107 and A102.
2. Language Aptitude Test: All employees will take part in this session including those who took the test with the Peace Corps. Those who have taken it under AID auspices in Washington or recruitment, need not take it again. Questions regarding the test should be directed to either Miss Marcelle Carlier or Mrs. Marjorie Keith, Code 182, X7044. Aptitude test scores will be posted next week on the bulletin board in Room A102. Language Training or Proficiency Test Information: Information and questions on these tests will be covered during the Skills Inventory session Tuesday at 4:25 P.M.
3. All personnel including PASA meet with Personnel Representatives at this time. During meetings with these persons you will be scheduled to meet your Country Desk Officer and be given the name of your Support Officer (Backstop). These officials will be able to give you specific information about your country of assignment and your job there. VIETNAM PROVINCIAL REPRESENTATIVES AND VIETNAM SECRETARIES need not report to FE/PERS or the Vietnam Desk (which is also the Support Backstop facility) as information relative to your country and your job is included in subsequent weeks of Vietnam orientation. (Secretaries see note # 5.)
4. All Vietnam-bound personnel will have an appointment in the Travel Branch, Room 1245 New State, Monday morning of the second week to discuss travel and transportation of goods. The list of appointments is posted on bulletin boards in Room A102 and B107, SA-10. If your name does not appear on this list, please call Mrs. Rut, Code 182, X7457. IT IS ESSENTIAL TO KEEP TRAVEL APPOINTMENTS SO THAT TRAVEL AND TRANSPORTATION ARE NOT DELAYED.
5. Thursday, March 2, 1967 - 3:30 - 5:30, Room A111 - FOR SECRETARIAL AND CLERICAL PERSONNEL ONLY:  
At 3:30 you will meet with a secretary who has served overseas. She will discuss and counsel you on setting up a home abroad, personal matters, working with Foreign Nationals and any other topic that you may wish to discuss. When possible other overseas secretaries in Washington will be asked to join in the discussion.  
Miss Margaret Macis, AFR/NA.

The Washington International Center (1630 Crescent Place, N.W. - opposite Meridian Hill Park) provides orientation for people from other countries studying in the United States. Each Friday evening from 7:30 - 10:30 a special program highlights several countries. You have this incomparable opportunity to meet foreigners in this city, to meet people from the country to which you are going. Please see weekly notice in handout rack in Room A102 and bulletin board in Room A102 for exact program. (Transportation - Any bus marked S-1 or S-2(Silver Spring, Carter Barron, 16th & Sheridan) goes up 16th Street and stops at the corner of 16th and Crescent. Bus fare - .25 - taxi .90.)

NOTE: Your Address at Post is:

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(C) CLASSIFIED

Mr. John Jones

SAID/Insert your division here: Public Health, Econ, etc.

Agency for International Development  
Orientation Training Branch  
Training Division  
Office of Personnel Administration

Course Chairman:

Mr. Don Brewster

## DAILY CLASS SCHEDULE

Program Title: Unit IX

Room: B101

Session: Vietnam Special Program

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
March 6	March 7	March 8	March 9	March 10
TRAVEL APP'T FOR EOD 2/27/67 (See note #4)	9:00 - 10:15 INTRODUCTION TO VIETNAMESE LANGUAGE Mr. Don Brewster	9:00 - 10:45 HUMAN GEOGRAPHY OF VIETNAM (C) Mr. James Halpin	9:00 - 10:30 FILM: "VIETNAM PROFILE"	9:00 - 10:00 VN LANGUAGE INSTRUCTION Mr. Don Brewster
FOR EOD 3/6/67 9:00 - 10:15 REGISTRATION Room A102	10:30 - 11:00 FILM: "NIGHTMARE TEN YEARS LONG"	11:00 - 11:30 VN LANGUAGE INSTRUCTION Mr. Don Brewster	10:45 - 11:00 VN LANGUAGE INSTRUCTION Mr. Don Brewster	10:15 - 10:45 FILM: "TAMING OF THE MEKONG"
10:30 - OATH OF OFFICE Room B106	11:15 - 12:30 HISTORICAL PANORAMA OF VIETNAM Dr. Chester Bain USIA	11:30 - 12:30 FILM : "VIETNAM, THE OTHER WAR"	11:15 - 12:30 YOUTH & STUDENTS AS A CRITICAL SECTOR (C) Mr. Klaus Loewald	11:00 - 12:15 ECONOMICS AND INSURGENCY IN VN Mr. John Bennett
10:35 - 10:50 WELCOME (FILM) Mr. Wm. S. Gaud Administrator/AID				12:15 - 12:30 SUMMARY & EVALUATION
10:55 - 12:20 SECURITY BRIEFING Mr. R. McCutcheon	L U N C H	L U N C H	L U N C H	L U N C H
1:30 - 1:45 INTRODUCTION Mr. Mike Guido	1:30 - 3:00 LIVING IN VIETNAM Mr. Don Brewster	1:30 - 2:30 THE ORGANIZATION OF USAID Mr. Ken Rabin	1:30 - 3:00 FILM: "ASSIGNMENT SOUTHEAST ASIA"	TIME FREE FOR APPOINTMENTS, SHOTS, ETC.
Mr. Don Brewster	3:15 - 4:15 THE GOVERNMENT OF VIETNAM Mr. Lawrence Planagan	2:45 - 3:45 REVOLUTIONARY DEVELOPMENT PROGRAM IN VN Speaker to be announced.	3:15 - 4:15 OPEN DISCUSSION	
Mr. Dolf Droege		4:00 - 5:00 THE ROLE OF THE PROV REP Speaker to be announced.	4:30 - 5:00 FILM: "THE OTHER VIETNAM"	
1:45 - 2:45 U.S. INVOLVEMENT IN VIETNAM	4:30 - 5:00 FILM "NIGHT OF THE DRAGON"			
Mr. James Madden Dept. of State				
3:00 - 3:30 FILM: "WHY VIETNAM"				
3:45 - 5:00 U.S. ORGANIZATION AND PROGRAMS IN VN Mr. Peter Tarnoff Dept. of State				

Agency for International Development  
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Course Chairman:  
 Mr. Dolf Droke

Program Title: Unit X  
 Room: B101  
 Session: Vietnam Special Program

**DAILY CLASS SCHEDULE**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
March 13	March 14	March 15	March 16	March 17
EOD 2/27/67 TIME FREE FOR APPOINTMENTS	9:00 - 9:30 TAPE: COMMUNIST PROPAGANDA	9:00 - 10:00 FILM: THE THIRD CHALLENGE	9:00 - 10:00 SLIDES: "AN EDUCATION ADVISOR IN THE MEKONG DELTA"	9:00 - 10:15 RELIGION IN VIETNAM Dr. Chester Bain USIA
EOD 3/6/67 TRAVEL APP'T (See note #4)	9:45 - 11:00 PSYCHOLOGICAL OPERATIONS (I) Lt. Col. P. Katz Dept. of Army  11:15 - 12:30 PSYCHOLOGICAL OPERATIONS (II) Speaker to be announced.	10:15 - 11:30 THE VIET CONG Capt. V. Ogelsby Dept. of Army  11:45 - 12:15 FILM: "IVS, COMMITMENT TO GROWTH"	10:15 - 11:45 THAILAND, ANOTHER VIETNAM? Mr. Dolf Droke  12:00 - 12:30 OPEN DISCUSSION	10:30 - 11:00 FINAL VIETNAMESE LANGUAGE REVIEW Mr. Don Brewster  11:15 - 12:30 FILM: "SOUTHEAST ASIA, THE OTHER WAR"
L U N C H	L U N C H	L U N C H	L U N C H	12:30 - 12:45 - SUMMARY & EVAL. .10M
1:00 - 1:30 VN LANGUAGE INSTRUCTION Mr. Don Brewster	1:30 - 2:45 CIVIC ACTION PROGRAM IN VN Lt. Col. R. Peters Dept. of Army	1:30 - 4:30 VIETNAMESE LANGUAGE Dr. James Bostain	1:30 - 2:30 PUBLIC HEALTH PROGRAM IN VN Dr. John Clay	12:45 - DEPARTURE FOR POST
1:45 - 2:45 SLIDES: VN, THE LAND & PEOPLE Mr. Don Brewster	3:00 - 3:30 VN LANGUAGE INSTRUCTION Mr. Don Brewster	4:40 - 5:00 FILM: "MESSAGE FROM VIETNAM"	2:45 - 3:30 VN LANGUAGE INSTRUCTION Mr. Don Brewster	
3:00 - 5:00 VIETNAMESE ATTITUDES TOWARD INNOVATION AND CHANGE Mr. Dolf Droke	3:45 - 5:15 LAOS, TROUBLED NEIGHBOR Mr. Dolf Droke Mr. Bob Zigler		3:45 - 5:00 DISCUSSION PERIOD Mr. Hoang-van-Chi	