

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 6 - March 10

Unit IX Vietnam

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, Chief
Orientation Training Branch
Training Division
Office of Personnel Administration

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

Course Chairman:

Mr. Michael P. Guido

Program Title: Unit I

Room: B106

Session: General AID

DAILY CLASS SCHEDULE

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 Beesom, 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) Miss Marcelle Carlier and/or Mrs. Majorie Keith	10:00 - 11:15 PARTICIPANT 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 LUNCH	LUNCH	LUNCH	LUNCH	
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 1:35 - 2:15 MEDICAL BENEFITS Mr. A.M. Lerner	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 Mrs. Audrey Callahan, Tel.: 182, 7412.	1:30 - 3:45 COMMUNICATION TRAINING Orientation Training Branch Staff
2:25 - 3:30 FILM: "WORLD FOOD CRISIS"	2:20 - 2:50 TRAVEL Mr. Dan Hagmann	2:45 - 3:45 PROGRAM TO BE ANNOUNCED (C)		
3:45 - 4:30 ORGANIZATION OF AID Mr. Dick Parsons Mr. Mike Guido	2:50 - 3:00 UNION (AFGE)	4:00 - 5:00 INSURANCE REVIEW Room B107C	FOR TRAVEL APP'T (See note #4)	4:00 - 5:00 SUMMARY AND EVALUATION Mr. Mike Guido
4:40 - 5:00 COMMUNICATION BETWEEN AN AMERICAN AND A FOREIGNER Training Division Staff	3:00 - 4:10 COMMUNICATION TRAINING Orientation Training Staff	5:00 - 5:15 LAFAYETTE FEDERAL CREDIT UNION Miss Hazel Gant	3:30 - 5:30 SECRETARIES ONLY Report to Room A111, SA-10 (See note #5)	
	4:25 - 5:25 SKILLS INVENTORY Mr. Joseph Brooks			

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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				
LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
1:30 - 1:45 INTRODUCTION Mr. Mike Guido Mr. Don Brewster Mr. Dolf Droge	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.
1:45 - 2:45 U.S. INVOLVEMENT IN VIETNAM Mr. James Madden Dept. of State	3:15 - 4:15 THE GOVERNMENT OF VIETNAM Mr. Lawrence Flanagan	2:45 - 3:45 REVOLUTIONARY DEVELOPMENT PROGRAM IN VN Speaker to be announced.	3:15 - 4:15 OPEN DISCUSSION	
3:00 - 3:30 FILM: "WHY VIETNAM"	4:30 - 5:00 FILM "NIGHT OF THE DRAGON"	4:00 - 5:00 THE ROLE OF THE PROV REP Speaker to be announced.	4:30 - 5:00 FILM: "THE OTHER VIETNAM"	
3:45 - 5:00 U.S. ORGANIZATION AND PROGRAMS IN VN Mr. Peter Tarnoff Dept. of State				

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

Course Chairman:
Mr. Dolf Droge

DAILY CLASS SCHEDULE

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

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	10:15 - 11:30 THE VIET CONG Capt. V. Ogelsby Dept. of Army	10:15 - 11:45 THAILAND, ANOTHER VIETNAM? Mr. Dolf Droge	10:30 - 11:00 FINAL VIETNAMESE LANGUAGE REVIEW Mr. Don Brewster
	11:15 - 12:30 PSYCHOLOGICAL OPERATIONS (II) Speaker to be announced.	11:45 - 12:15 FILM: "IVS, COMMITMENT TO GROWTH"	12:00 - 12:30 OPEN DISCUSSION	11:15 - 12:30 FILM: "SOUTHEAST ASIA, THE OTHER WAR"
LUNCH	LUNCH	LUNCH	LUNCH	12:30 - 12:45 SUMMARY & EVALUATION
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 Droge	3:45 - 5:15 LAOS, TROUBLED NEIGHBOR Mr. Dolf Droge Mr. Bob Zigler		3:45 - 5:00 DISCUSSION PERIOD Mr. Hoang-van-Chi	

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