

DAILY CLASS SCHEDULE
Orientation Activities Branch

ATTENDANCE AT ALL SESSIONS IS REQUIRED

Vietnam Special Program

UNIT EIGHT

MONDAY - September 28 - Room 6H29E State Annex 8

9:00 - 10:15	<u>Registration and Individual Consultations</u>
10:30	<u>Introductory Session</u>
10:35	<u>Oath of Office</u>
10:35 - 11:00	<u>Welcome and Discussion</u>
11:15 - 12:00	<u>Know Your Neighbor</u> An informal meeting to get acquainted. Each member of the group tells where he is going, where he has been and something about his background.
12:00 - 12:30	<u>Introduction to the Orientation Program</u> To acquaint new employees with schedules, services, time and attendance reports, and various other administrative matters.
1:30 - 2:00	<u>Film: Quiet Battle</u> A film showing AID in action.
2:00 - 3:15	<u>Organization of AID</u> AID and mission organization as well as the relationships between Washington and the overseas posts.

MONDAY - September 28 (continued)

3:30 - 5:00 The Bridge to Understanding

A presentation to acquaint AID personnel with the nature of the barriers to communications abroad. Problems are identified and attention is directed toward the development of the sensitive understanding involved in the communications process and the skillful handling of the many techniques used in effective communication.

Readings:

THURSDAY - September 29

9:00 - 10:45 The AID Personnel System

A presentation of basic AID personnel policies and procedures for overseas personnel.

11:00 - 12:30 Employment Information

Appointment, salary, allowances, leave, authorization for travel and transportation, and related administrative information.

1:30 - 2:45 Travel Information

Information about travel matters such as passports, visas, stopovers, use of American Flag carriers, accommodations on planes, and the transportation of baggage, household effects and automobiles. (Later in the week an appointment will be scheduled for completing overseas travel arrangements.)

3:00 - 3:30 Medical Benefits

Information on the Foreign Service Act, Employees' Compensation Act, and Federal Employees Health Benefits Program.

3:45 - 5:00 Film: GOODWILL AMBASSADORS

A film and discussion on cultural transition.

8:00 - 10:30 Open House

The Washington International Center, N. W. (DE. 2-1025), provides an orientation of one weeks duration for participants from other countries studying in the U.S. This is an opportunity for you to meet with people from other countries. On Friday evening of each week a special program is presented

TUESDAY - September 29 (continued)

which highlights one of the participating countries. AID personnel are invited to participate in the activities of the Center.

Readings:

WEDNESDAY - September 30

9:00 - 10:15 Good Health Practices Overseas

A discussion of health practices in the overseas areas, the responsibilities of the individual in maintaining the good health of his family, and the practical precautions the family should take in everyday living.

10:30 - 12:00 Civil Rights in America - Where We Are and Where We Are Going

A critical look at one of America's outstanding problems and the various means we are using to try to resolve it.

12:05 - 12:30 Management Inspection Activities

A discussion of activities carried on by AID's Management Inspection Staff.

1:30 - 2:30 The Era of Insurgency (C)

U.S. policy, strategy, and employment of U.S. resources, tactics and techniques for anticipating, preventing, or defeating subversive insurgency.

2:45 - 5:00 Participant Training in AID

To explain the scope and operation of AID's Participant Program, with special emphasis on the responsibilities of the US AID technician.

(C) CLASSIFIED SESSION

THURSDAY - October 1

9:00 - 9:30 Film: FRANK COFFIN

A presentation of AID purposes by the former Deputy Administrator.

9:30 - 10:30 The Problems of Development

A discussion of the prevalence and character of underdevelopment; some of the impediments to development; and development concepts.

10:45 - 12:30 The Role of AID Assistance in U.S. Foreign Policy

How AID objectives reflect our foreign policy; the consideration in determining the nature and extent of foreign assistance; the categories of assistance strategy.

1:30 - 3:15 The Tools of AID

An analysis of the types of assistance and their application to development needs. The role of technical assistance is discussed along with the contribution of investment and private enterprise to National development.

3:30 - 4:30 The Challenge of Foreign Aid

A discussion involving the opportunities for the AID innovator in fulfilling his purpose and an examination of the expectations of the host country.

4:30 - 5:30 Self Study: Review of Vietnam Briefing Files

READINGS:

FRIDAY - October 2

9:00 - 10:30 Security Briefing

A discussion and a film on the elements involved in maintaining security.

10:45 - 11:45 Program To Be Announced

12:00 - 12:30 The American Interest in Youth (C)

A discussion of the United States' interest in youth.

Speaker to Be Announced.

1:30 - 2:30 Group Conference Time

Questions will be answered and the Agenda for the next week will be discussed.

2:30 - 4:00 Report to Office of Security, Room 621,
to have your identification picture
taken.

WEEKEND READINGS: