

PER 9-1

OPERATIONS MEMORANDUM

TO: The Department of State(O/FSI) DATE: March 7, 1967

FROM: Amconsul, Belém

SUBJECT: FOREIGN SERVICE INSTITUTE: Language Training for: July 1 -
Dec. 31, 1966

REF: CA-4526 dated December 16, 1966

I. GROUP INSTRUCTION:

None

II. INDIVIDUAL INSTRUCTION

Enrollment		Hours	
New	Term.	Attended	Scheduled

A. EMPLOYEES

Portuguese

Levitsky, Melvyn	State-Dir.	X	28	28
Weinmann, Frances	State-Sh.	X	48	48

B. ADULT DEPENDENTS

Portuguese

Levitsky, Joan	State-Dir.	X	24	24
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III. No. of Instructors: 2. Instruction hours to be paid from FSI Funds 100

Average Hourly Rate: \$2.00 Paid instructor hours from Other Funds 0

IV. Certification: I certify that the personnel enrolled in these language training programs are making satisfactory progress and that Government funds were used judiciously for this purpose.

Louis P. Goelz
Post Language Officer - American Consul - March 7, 1967

Louis P. Goelz
Principal Officer
LPGoelz:od

AIRGRAM

PER 9-1

FOR RM USE ONLY ✓

CA-4526.

UNCLASSIFIED

HANDLING INDICATOR

TO : ALL AMERICAN DIPLOMATIC AND CONSULAR POSTS.

FROM : Department of State (O/FSI)

CONSULATE OF THE UNITED STATES
OF AMERICA

SUBJECT : Semi-Annual Language Training Program Reports.

DEC 2 6 1966

REF : ---

For the Post Language Officer.

BELEM, PARA, BRAZIL

Posts conducting FSI-sponsored language training programs are reminded to submit their semi-annual report in original and two copies to FSI and one copy to the Regional Language Supervisor, if any, not later than January 15, 1967, for the six-month period ending December 31. Distribution of copies will be made by FSI, as appropriate, to USIA and AID.

Unless budget estimates and language training reports are received by the prescribed dates, the Institute will assume that no language programs have been or will be conducted in the present fiscal year and any funds authorized will be withdrawn. Any post which cannot submit estimates or language report by the prescribed date should notify the Institute by telegram stating when reports will be submitted and justifying the delay.

The following circular airgrams are superseded: CA-11638, May 27, 1966, and CA-3959, November 23, 1966.

The simplified reporting form is enclosed, and the following items are added to assist the Post Language Officer.

1. Posts reporting for other Consulates, etc., should show these grouped separately, or submit a separate report.
2. Enrollees receiving both group and individual instruction should be shown in each category.

Marine Security Guard enrollees should be reported as Marines in the semi-annual reports, not as State-shared.

Enclosure:

Sample of Reporting Form.

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☐ In ☒ Out

FORM DS-323

Drafted by:

O/FSI:MPurchase:gjf x3827

12/13/66

Contents and Classification Approved by:

O/FSI:James J. Byrnes

Clearances:

C/FSI:FFrauchiger

O/FSI:GHHolloway

O/FSI:JRErith

10	6	6
NEA	CU	INR
10	PER	10
10	PER	20
10	PER	20
AGR	COM	FRB
INT	LAB	TAR
TR	XMB	AIR
ARMY	CIA	NAVY
OSD	USIA	NSA
10	10	10
10	10	10

O/FSI -
3 copies

	ACT	INFO
P.O.	✓	✓
V.C.	✓	✓
USIS	✓	✓
ADMIN	✓	✓
FILE	✓	✓

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2

3. Total Enrollment - All enrollees, by agency and by language, in the post program at any time during the reporting period. (Carry-overs from the preceding period added to the new and renewed enrollments for the current period.)

New Enrollments - All new and renewed enrollments, by agency and by language, during the reporting period. (Students previously reported as terminated who renewed their enrollment during the reporting period are counted as new and included in the new and total enrollment.)

Terminations - All enrollees, by agency and by language, dropped from the program rolls during the reporting period. (The difference between the number terminated and the total enrollment during the period is the number of enrollees on the rolls at the end of the reporting period and is the carry-over into the succeeding period.)

Enrollees whose terminations were not previously reported, may be listed, using just the termination column.

4. Attended Hours - The cumulative number of hours attended by all enrollees reported under Total Enrollment, by language and by agency.

Scheduled Hours - The cumulative number of hours scheduled for all enrollees reported under Total Enrollment, by language and by agency. If all members of a group class, or the student in an individual class, cancelled in advance and the Instructor was not paid, for the purpose of this report the hour is not counted as scheduled for the class section. Every hour for which the Instructor was paid is counted as a scheduled hour for each student enrolled in the class, regardless of whether the student attended or was absent for whatever reason. Before computing the information for your semi-annual report, class section hours which were cancelled and not paid for should be deducted from the number of hours originally scheduled for the section.

5. The source of "other funds" should be indicated by the few posts where, because of circumstances peculiar to the post, teaching hours are paid from funds other than those provided by FSI.

Post Language Program expenditures for administrative or other duties not directly related to language training should not be charged to language funds. Preparation or purchase at post of language materials which cannot be provided by the Foreign Service Institute may be authorized upon request, and the cost charged to the language program under "other costs".

6. FSI welcomes explanatory notes describing special cases, or unusual statistics.

KATZENBACH, ACTING

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OPERATIONS MEMORANDUM

(Enclosure to CA
Page 1 of 2)

TO: The Department of State (O/FSI) DATE:

FROM:

SUBJECT: FOREIGN SERVICE INSTITUTE - Language Training for: July 1 - Dec. 31, 1966.

REF: CA 4526, Dec 16, 1964

I. <u>GROUP INSTRUCTION</u>		Enrollment		Hours
		Total	New Term.	Attended/Scheduled
A. <u>EMPLOYEES</u>				
Maltese	State-Direct State-Shared Marines USIA etc.	0		
Ewondo	State-Direct etc.			
B. <u>ADULT DEPENDENTS</u>		0		
Maltese	State-Direct etc.			
Ewondo	State-Direct etc.			

II. <u>INDIVIDUAL INSTRUCTION</u>		Enrollment		Hours
		New	Term.	Attended/Scheduled
A. <u>EMPLOYEES</u>				
<i>Outgoing</i> Maltese				
Burns, George	State-Dir.			120 122
Smith, James	Marines	x		70 72
<i>Maltese - State Dir</i> Ewondo				28 28
<i>John Allen - State Dir</i> Allen, John	State-Sh.	x		48 48 100 110
B. <u>ADULT DEPENDENTS</u>				
<i>George</i> Maltese				76 76
Burns, Jane	State-Dir.	x		80 80
<i>John Allen - State Dir</i>		x	x	24 24

- 2 -

(Enclosure to CA
Page 2 of 2)

TO BE PAID

III. No. of Instructors 1. PAID INSTRUCTOR HOURS from FSI Funds 100.
 Average Hourly Rate \$ 2.00. PAID INSTRUCTOR HOURS from Other Funds 0.

IV. Certification: I certify that the personnel enrolled in these language training programs are making satisfactory progress and that Government funds were used judiciously for this purpose.

LPG

Post Language Officer Signature - Title - Date

LPG

(Principal Officer or Signature
Deputy Chief of Mission)