DOCID: 3978551

NATIONAL SECURITY AGENCY
WASHINGTON 25, D. C.

TRAINING MEMORANDUM
Number 7

7 August 1953

ACADEMIC TRAINING OPPORTUNITIES IN NSA

I. GENERAL

a. This memorandum has been prepared to assist supervisors in answering questions about college study opportunities in the Agency.

b. There are four distinct parts to NSA's academic training plan. They are:

(1) The NSA Fellowship Program

(2) The Advanced University Study Program

(3) The College Training Program

(4) The Special Contract Training Program

II. NSA FELLOWSHIP PROGRAM

a. The Fellowship Program offers a full year of graduate study to carefully selected career NSA employees in fields directly related to the individual's work.

b. The recipient of a Full Fellowship is granted one year's leave to attend the university of his choice. He receives his regular salary and has tuition and other fees paid by the Agency.

c. The recipient of a Partial Fellowship also receives a year's leave and salary while attending the university of his choice but must bear all tuition and other charges at his own expense.

d. Selection has already been made for the school year 1953-54. Five Full Fellowships and five Partial Fellowships were awarded.

e. Information on the Fellowship Program awards for the school year 1954-55 will be published 1 November 1953.

Approved for Release by NSA on 06-13-2012 pursuant to E.O. 13526

III. ADVANCED UNIVERSITY STUDY PROGRAM

a. The Advanced University Study Program has been organized to assist a small number of serious, properly qualified civilian employees to carry on part-time graduate study at local universities.

b. Applicants must have been engaged in graduate study prior to application for assistance. They must have completed at least two years of Agency service - military service in NSA or related Service activities may be included.

c. NSA will grant up to eight hours' leave of absence from duty to attend classes. Payment of registration fees and tuition are auth ed.

d. Application and certification procedures will soon be published.

IV. COLLEGE TRAINING PROGRAM

a. The College Training Program offers a wide variety of job-related courses to qualified Agency employees. The Agency will pay approximately three-fourths of all tuition fees; the student will pay one-fourth.

b. Direct responsibility for certifying any College Training Course as job-related lies with the applicant's supervisor.

c. A training memorandum outlining the 1953-54 program will be published the week of 10 August. Application blanks will be included.

d. The deadline for applications will be 1 September. Registration will be held 16 and 17 September. Classes will begin the week of 28 September.

e. The following courses will be offered during the 1953-54 school year:

(1) Grammar and Composition
(2) Russian (Beginning, Intermediate, Conversation)
(3) Math Survey (Algebra, Trigonometry, Analytic Geometry)
(4) Statistics
(5) Probability
(6) Group Theory
(7) Number Theory
(8) Caculus
(9) Central European Area Studies
(10) Contemporary Russia
(11) Money and Banking
(12) Speech

(13) Machine Design
(14) Electronics (Elementary and Advanced)
(15) Digital Computers

f. A campaign advertising the College Training Program will begin during the week of 10 August 1953. Employees reading these advertisements will be referred to their supervisors for further information.

V. SPECIAL CONTRACT TRAINING PROGRAM

a. Requests for special-purpose training may be arranged at any time. Requests should be sent through channels to the Training Division.

b. Included under the Special Contract Training Program are training courses, workshops, one-time conferences or symposiums, etc., which are not included under any of the other programs outlined above.

VI. PARTICIPATION OF MILITARY PERSONNEL IN THE ACADEMIC TRAINING PROGRAMS

The effect of recent congressional action limiting military participation in college training programs is not known at this time. Any clarification will be immediately relayed to all supervisors.

SHELBY L. PATTERSON
Lt. Colonel, USAF
Chief, Training Division

DISTRIBUTION
Special