

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Assistant to DCI

FROM : Acting Director of Training

SUBJECT: Weekly Summary Report  
(Combined Report for Weeks beginning 25 Jan. and 1 Feb.)

DATE: 16 February 1956

INTRODUCTION

The Office of Training has the following items to report: (1) records management within OTR; (2) proposed Harvard Program for 1956-57; (3) expression of appreciation for the Foreign Service Inspection Corps briefing; (4) review of files on DD/P field employees for possible assignment as instructors.

RECORDS MANAGEMENT

The Management Staff has estimated that \$5,000 has been saved during 1955 in OTR by maintaining a strict control on the utilization of all types of filing equipment. Requisitions for 21 pieces of equipment were filled from existing equipment through the internal shifting of safes, and the prompt retirement of inactive records to the Agency Records Center. The Assessment and Evaluation Staff, OTR, has completed a careful review of material held in current files, resulting in a 50% reduction of the files maintained by this Staff. Approximately 50 file drawers of material have been packaged and sent to the Agency Records Center.

PROPOSED HARVARD PROGRAM

Representatives of the Office of Training met with Professor Katzenback and Mr. Stanley, faculty members of the Harvard School of Public Administration, to hear about a proposed course at Harvard aimed at broadening the outlook of civilian career employees toward defense policy problems through a study of the capabilities and limitations of the civilian and military officers working in the policy field. The Harvard faculty members wanted to sound out Agency interest in a nine-month program of this character to be offered during 1956-57 exclusively for civilian officials from the Department of Defense, National Security Agency and CIA. The course appears to be of potential value to selected CIA executives.

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It was suggested, however, by OTR that a three-month course might be more practical and attract more participation. A further discussion of this matter is planned in the near future.

**THE FOREIGN SERVICE INSPECTION CORPS BRIEFING**

Mr. Raymond C. Miller, Chief of the Foreign Service Inspection Corps, Department of State, called to express his appreciation for the briefing presented to members of the FSIC on 20 January 1956. Mr. Miller emphasized the fact that inspectors who had attended the conference last year found this second briefing of considerable interest and were grateful for the opportunity to question the speakers who appeared before them.

**PROSPECTS OF INSTRUCTORS FROM DD/P**

A review of approximately  files of DD/P field employees due to return within the next three months has resulted in the identification of  individuals of interest to OTR. Six of these appear to be well qualified to fill critical instructor vacancies. The field is being informed of OTR interest.

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