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**Office Memorandum • UNITED STATES GOVERNMENT**

**TO :** Assistant to DCI

**FROM :** Director of Training

**SUBJECT:** Weekly Summary Report  
(4 - 10 January 1956)

**DATE:** 19 January 1956**INTRODUCTION:**

The Office of Training has the following items to report: (1) low DD/I enrollment in the Intelligence Principles and Methods course No. 10; (2) initiation of a new 17-week Operations course; (3) Assessment and Evaluation Staff study of Cable Secretariat; and (4) completion of Office of Training film, "Agent Acquisition."

**INTELLIGENCE PRINCIPLES AND METHODS NO. 10:**

It is of some concern to OTR that the Intelligence Principles and Methods course has not received more students from the offices of the DD/I. Intelligence Principles and Methods No. 10, which began 9 January 1956, has an enrollment of only 11 students, 7 of which come from DD/I offices. This program is especially designed to give instruction and training to personnel who will be engaged in the processing and production of intelligence materials. Enrollment in all of the previous courses range between 15 and 20 students. Approximately 50% of these students were DD/I personnel, and in general the student response to this training has been enthusiastic in its praise. My concern lies in the fact that this course was primarily established for the DD/I personnel and the records of enrollment indicate a declining trend in its use.

**OPERATIONS COURSE NO. 1:**

On 9 January the Office of Training initiated a new 17-week Operations course. This course is primarily designed to prepare the case officer for his duties and responsibilities in the field. The extension of time from 5 to 17 weeks reflects a major shift in emphasis from student familiarization in clandestine methods and techniques to actual training in case officer responsibilities. New features of this

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25X1 course include basic training in counterespionage as well as a  
25X1 marked increase in case studies and student participation in  
training problems. The outstanding work of the instructors in  
developing course materials was carried out almost to the last  
minute. The program could not have started on time were it not  
for the efforts of the senior training assistant and the clerical  
staff at [redacted] in reproducing and assembling the training  
materials required for the first eight weeks of this program. A  
number of secretaries from other components of OTR were sent to  
[redacted] during the first week of January to assist in this work.

ASSESSMENT AND EVALUATION STAFF STUDY OF CABLE  
SECRETARIAT:

The Assessment and Evaluation Staff, OTR, has completed a study for the Cable Secretariat. The result of this study has been the development of a procedure designed to increase the effectiveness of selection of personnel for this office. It has been determined that certain tests predict ability to learn the job of cable analyst. With the concurrence of the Cable Secretariat, arrangements will be made with the Office of Personnel to utilize the information gained in this study in the selection of future cable secretariat employees. Comparable services can be provided upon request by the Assessment and Evaluation Staff for other components of CIA.

OTR FILM, "AGENT ACQUISITION":

During 1955 the Film Production Branch of this Office undertook the development of a series of short training films dealing with agent acquisition. This production was carefully planned to meet requirements established by the Operations School in conjunction with their development of the expanded 17-week Operations course. During the reporting period the 8 sections of this film were reviewed by the instructor who provided technical guidance in the production. The first four sections of this film will be delivered to the Operations School on 29 January for use during the fourth week of the course. The remaining sections will be shown during the weeks of 6 and 13 February. This film deals with selection of targets, agent spotting, selection, and investigation and

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various methods of recruitment. It is planned to arrange a showing of the film for headquarters personnel following its use in the Operations course.

ITEM OF SPECIAL INTEREST

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Several weeks ago, [redacted] sent me a tentative proposal for a conference to be held in Washington, the summer of 1956, on the general area of the Western Mediterranean. He indicated that the cost which he expected CIA to bear would be in the neighborhood of \$25,000. I sent his proposal to various offices of primary interest in the DD/P and DD/I areas, requesting that they indicate to me what interest they would have in the conference and whether such interest would warrant the expenditure for the sum of money proposed by [redacted]. I have reluctantly come to the conclusion that the benefits to the Agency from such a conference would not warrant the expenditure of \$25,000 or anything like it, and therefore informed [redacted] that CIA cannot sponsor the proposed 1956 conference but would agree to match funds from other government agencies such as USIA, State, and Defense, if other government agencies feel the proposed conference would be of value to them.

[redacted]

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MATTHEW BAIRD

CC: 1 - DD/P  
1 - DD/I  
2 - DD/S