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WEEKLY SUMMARY REPORT

TR(G) (11-10-52)

<u>NO.</u>	<u>DATE</u>	<u>DESCRIPTION</u>
1	26 & 29 May '52	Memo to DTR from DDTR(G) RE: Weekly Summary Report
2	June 1952	Memo same as above for weeks: 6-13-20 & 27 June.
3	July 1952	" " " " " " 3-11-18-&25 July.
4	Aug. 1952	" " " " " " 1-8-22 & 29 Aug.
	12 Aug. 1952	Memo to Staff & Division Chiefs, TR(G) RE: Deadline time for Weekly Summary Reports
	18 Aug. 1952	Memo to Staff & Division Chiefs, TR(G) RE: Suggested Terms of Reference for the Weekly Summary Report
5	Sept. 1952	Memo same as 1 above for weeks: 5-19 & 26 Sept.
6	Oct. 1952	" " " " " " 3-10 & 17 Oct.
7	Nov. 1952	" " " " " " 7-14-21 & 28 Nov.
8	Dec. 1952	" " " " " " 5-12 & 19 Dec.
9	Jan. 1953	" " " " " " 2-9-16 & 23 Jan.
10	Feb. 1953	" " " " " " 2-6-20 & 27 Feb.
11	Mar. 1953	" " " " " " 6-13-20 & 27 March
12	Apr. 1953	" " " " " " 3-10-17 & 24 April
13	May 1953	" " " " " " 1-8 & 29 May
14	June 1953	" " " " " " 5-12-19 & 26 June
15	July 1953	" " " " " " 3-10-24 & 31 July
16	Aug. 1953	" " " " " " 7-14 & 21 August
17	Sept. 1953	" " " " " " 11-25 Sept.
18	Oct. 1953	" " " " " " 2-9-16-23 Oct.

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30 October 1953

MEMORANDUM FOR: Director of Training  
FROM : Acting Chief, Plans & Policy Staff  
SUBJECT : TR(G) Weekly Summary Report

1. The Chief, IT/D, attended the DD/A Training Liaison Officer meeting on 27 October and presented a proposed program for an abbreviated BIC(I) for on-duty personnel of the DD/A offices. This was generally approved, though several Training Liaison Officers requested additional time given to DD/P activities. Chief, IT/D, will consult with BIC(CS) Staff and revise the proposed program to include a few additional hours on clandestine intelligence affairs. After approval of Director of Training, revised proposal will be presented to the Training Liaison Officers; target date for first course is January 1954.

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3. The following changes in the Reading Improvement Course are under consideration for the January classes:

- a. Preliminary interviews with each employee to interpret initial test results and ophthalmograph records before lab work begins. Under present operation this interview is conducted during the first two weeks of the course.
- b. The course will be divided into two parts. The first phase will consist of the basic training and the second phase will provide training on specific reading skills based on office requirements and office material.
- c. Training manuals are being prepared for each trainee containing instructional and test material.
- d. The second phase of the course will be offered as a separate course to previous employees having the Reading Improvement Course.

4. LCDR Lindbeck, Head Training Officer, ONI, attended the recent 11th Agency Orientation Program and the Indoctrination Program on 29 October to evaluate them for possible use by ONI personnel, at the request of Captain Hard, ONI. Approval of the Director of Training will be obtained prior to

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23 October 1953

MEMORANDUM FOR: Director of Training  
FROM : Acting Chief, Plans & Policy Staff  
SUBJECT : TR(G) Weekly Summary Report

25X1 1. The BIC(I) #13 ended last Friday. [redacted] attended the closing ceremony and gave a first-rate talk to the students. 25X1

[redacted] 2. Daily intelligence briefings have been started in the BIC(I) #14. Each morning, at the beginning of a class period, one of the students gives a five minute talk on a subject of current intelligence interest which he has prepared from the daily press and from OCI and other intelligence materials. Recently, for example, presentations have been given [redacted] 25X1

3. Dr. Allan Evans of the Department of State and Dr. Horace Craig of OCB gave lectures in the BIC(I) during the past week. ✓

4. Mr. Nelson Rockefeller will be the keynote speaker for the Twelfth Agency Orientation Course in November. The Chief, OB/D has discussed with Mr. Rockefeller many details in connection with his presentation, and it is believed that his enthusiasm augurs well for the success of the undertaking. ✓

5. A Government-wide air-raid drill is scheduled for 5 November at 1000 to 1015 hours. The Twelfth Agency Orientation Course will be in session at this time, but Mr. John Lucas of the Office of Plant and Operations of the Department of Agriculture has confirmed that personnel in attendance at the Course may remain in the Agriculture Auditorium during the drill.

6. With the impending return of military officers who have been processed in the OCS program, the Chief of Administration, DD/P has been requested by the Chief, JOT/D, to make appropriate provision for placing these personnel on the Military T/O of their sponsoring offices, and for their eventual reinstatement in those offices at the end of their tour of military duty, in accordance with the agreement made when these personnel entered the OCS program. ✓

25X1 7. A JOT, [redacted] submitted his resignation after completing BIC(I) #13. He came to the conclusion that his interest in employment with the Agency was not sufficiently great to warrant continuing it.

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8. The DD/I Training Liaison Officer meeting was held with S/PP on 20 October; minutes of this meeting have been forwarded to D/TR under separate cover. The DD/A Training Liaison Officer meeting will be held on 27 October. At this meeting, the Training Liaison Officers of GSO and Medical will give statements of the training policies of their respective offices, and [redacted] will report on the plan developed for an abbreviated BIC for on-duty DD/A personnel.



10. The Glossary of Intelligence Terminology, TR RM O-1, prepared by O/TR, has been published. Distribution, principally within OTR, is in process. Initial distribution outside of OTR is to Training Liaison Officers and a few individuals who have requested copies. Further distribution will be based on request.

11. The following is a breakdown of military and civilian personnel of the U. S. Air Force Directorate of Intelligence who attended the Indoctrination Program during the period 30 March through 24 September 1953:

<u>Rank</u>	<u>Number Attending</u>
Colonel	7
Lt. Colonel	21
Commander	1
Major	23
Lt. Commander	12
Captain	9
Lieutenant (j.g.)	<u>4</u>
	77
Civilians	<u>77</u>
TOTAL	154

12. Arrangements will be completed with the Management Group of the Policy and Management Staff of the Directorate of Intelligence to permit newly assigned personnel to attend the Indoctrination Program as needed.

13. Preliminary conferences between NEA and LP/D are underway, with the view of providing for OTR an instructor in Arabic.

14. [redacted] has reported to LP/D prior to entering the BIC(I) on 2 November.

15. Two elementary Japanese classes will begin the first week in November. The first class will be conducted after hours by [redacted] Chief, Japan-Korea Branch, FDD with emphasis on spoken competence. The class was

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25X1 organized at the request of FE. The second class will be conducted during working hours by [redacted] of OTR, with emphasis on both spoken and written competence. The class was organized at the request of SR. ✓

25X1 16. An advanced Russian language seminar is being organized and is expected to get underway in a week or so. The seminar will be led by [redacted] of SR.

[redacted]  
for [redacted]

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16 October 1953

MEMORANDUM FOR: Director of Training  
FROM : Acting Chief, Plans & Policy Staff  
SUBJECT : TRG Weekly Summary Report

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1. An Evening Lecture-Discussion Series, "Problems of Communication with Asian Societies" will be held at the Foreign Service Institute weekly on Tuesdays from 7:30 to 9:30 p.m. starting October 20, 1953 and ending February 23, 1954. The purpose of the lecture-discussion series is to sort out the various concepts associated with the term "communication," to analyze the principal factors in communication between members of different cultures, and to discuss specific problems that arise in our communication with some Asian societies. Presentations will be given by officials of the Foreign Service Institute, The Rand Corporation and Yale University. The Agency has been given a quota of approximately 5-10 spaces. ✓
  2. Arrangements are being made by LP/D for Agency participation in a lecture series dealing with theory and practice of propaganda, especially Soviet propaganda. This series will probably be for one day, full-time at FSI. ✓
  3. A standard operating procedure for EOD of all JOT's has been approved by the offices concerned. In addition to the desirable aspects of the regularization of this complicated procedure, it will now be possible to give all candidates the full assessment as well as testing before the beginning of the BIC. As a result, JOT/D will become more efficient in the placement of these individuals for on-the-desk and other training at the conclusion of the BIC. Furthermore, a controlled experiment of the validity of assessment will be begun in which it is planned to re-assess OCS candidates when they return for reorientation in the Agency.
  4. Mr. Nelson Rockefeller, Under Secretary of Health, Education, and Welfare, has agreed to appear as the keynote speaker for the Twelfth Orientation Course. Arrangements for his appearance will be made. The Director's office called Mr. Milton Eisenhower's office and obtained the information that Mr. Eisenhower could not attend.
  5. On Wednesday, 14 October, the Chief, OB/D, briefed the Marine Corps School, Quantico, Virginia, on the Mission, Scope and Responsibilities of CIA.
  6. A request was received from [redacted] Chief, Visual Aids, Administration, DD/P, asking that the Chief, OB/D, give the oral fill-in for a certain slide film which is being used for training purposes. Arrangements have been made to comply with this request. 25X1

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7. The DD/P Training Liaison Officer meeting was held on 13 October, with Training Evaluation Reports and Area Training on the agenda. Preparation of the minutes of this meeting have been held up by S/PP pending transmittal to D/TR of the quarterly report on training requirements and training requests.

8. The remarks of Allen Dulles and Charles Cabell, prepared as training bulletins, were signed by the Director of Training and transmitted to Training Aids Branch for publication 12 October. Bulletins are expected to hit the streets early next week.

9. Mechanical difficulties in the reproduction plant have further delayed delivery of the current printing of the Glossary of Intelligence Terminology. It is now promised by 16 October.

10. S/PP and PL/D, in collaboration, have completed the quarterly report for D/TR on the comparison between training requests and requirements, save for typing and proof-reading, which is under way. Report will be transmitted to D/TR 16 October. This report and later reports will be the basis for extensive analysis upon which policy and planning recommendations will be made by this Staff. PL/D has put into effect a revised system and procedure which will facilitate the preparation of future reports.

25X1 11.  has been requested by MT/D to coordinate the determination of space requirements for the combined use of the Clerical Refresher and Clerical Orientation programs in Wing C, Alcott Hall. MT/D will submit this for approval of D/TR and for subsequent action as soon as possible.

12. Four slots for members of the Management Training Division have been requested for the Five Day Conference on African Affairs, SAIS, Summer 1954.



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cc: TRG Staff and Division Chiefs

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9 October 1953

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**MEMORANDUM FOR:** Director of Training  
**FROM:** Acting Chief, Plans & Policy Staff  
**SUBJECT:** Weekly Summary Report of TR(S)

1. Some weeks ago the Intelligence Training Division made arrangements with the AD/IC to bring [redacted] of that Office on to the IT/D staff for a period of one year. Before reporting, [redacted] received a notice of induction from his Selective Service Board. All efforts to get him in the OCS Program have failed because his eyesight is below service standards. He is now due to report for induction on 5 November. It is possible that he will be rejected on medical grounds since he has been turned down before. It may be possible, if he is accepted, to have him assigned to the Agency after his basic training is completed. His services on the IT/D staff could well be utilized if he returns to the Agency after basic training.

2. [redacted] of the Reading Improvement Branch has conferred with the Training Liaison Officer, PE, concerning the establishment of a Reading Improvement Training Course [redacted]. The Training Liaison Officer will furnish a more detailed estimate of the training requirement including the size of the class and the equipment needed.

3. The [redacted] Training Course will be given in two sessions in order to accommodate a large number of applicants. The first session will be 12 - 23 October with eight persons attending and the second, from 26 October to 6 November with five persons attending. A short briefing by [redacted] will be conducted for the first group on Monday, 12 October at 8:45 in 110 I Building.

4. The SAIS proposal to conduct a summer school program next year on Africa has been announced to the various offices of the Agency.

5. The following Junior Officer Trainees, all of whom are OCS candidates, entered SIC #14 on 5 October: [redacted]

6. Prospective JOF [redacted] has EOD'd on provisional clearance. There are now four members of the Provisional Training Group.

7. The effort to improve handling all aspects of the OCS Program as it applies to individuals sponsored by other offices has resulted in the following changes: Revised statement of the name explaining the Program;

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 2 October 1953

FROM : Deputy Director of Training (General)

SUBJECT: Weekly Summary Report of TR(G)

1. [redacted] has been cleared and will report to Personnel on 12 October. It is proposed to schedule him for earliest available sessions of Indoctrination and Orientation and the BIC.

2. Arrangements are in process to a) arrange specific dates for testing JOT candidates by the A&E Staff in various cities during the fall; b) determine the suitability of training certain recruiters to administer A&E tests under specific conditions at various times in order to allow greater flexibility in the testing program and to reduce the time between the receipt of the candidates' files in JOT/D and their testing and making the final decisions on their acceptability; c) complete the detailed schedule for the indoctrination of about 12 college consultants who will spend the week of 2 November in Washington; d) place [redacted] who was rejected by [redacted] and e) set up in advance a firm schedule for processing JOT's which will include full assessment by the A&E Staff, thus providing ample time for the assessment reports to be written up before graduation from BIC and eliminating the waiting period now necessary as a result of holding the assessment after graduation of BIC.

3. During the past week, Mr. Miron Burgin and Mr. Richard Scammon of the OIR, State, have been non-Agency lecturers for BIC(I) #13. Agency speakers have been [redacted]

4. The Registrar reports an enrollment of 31 for BIC(I) #14 beginning Monday, 5 October 1953.

5. The training program for provisionally cleared personnel was completed 25 September 1953 by the Intelligence Training Division.

6. A total of 42 individuals attended the weekly Indoctrination Program, including two IAC attendees at the next BIC course, Miss Margaret Pratt, G-2, and Mr. Frederick Sligh, OIR, Department of State.

7. The following speakers have agreed during the past week to participate in the Twelfth Agency Orientation Course: Mr. [redacted] "Intelligence in Action;" [redacted] "Collection Panel" (for FI). [redacted] "Intelligence in Action;" [redacted] "Collection Panel" (for FI).

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Director of Training  
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2 October 1953

8. The DCI's letter to Dr. Milton Eisenhower, inviting him to be guest speaker at the Twelfth Agency Orientation Program, was delayed by the Director's office and not dispatched until 30 September.

9. The Orientation and Briefing Division, OTR, assisted Mr.

representative returning from Asia.

10. The DCI's office and the Acting Director of Training approved the appearance of the Chief, OB/D, before the senior staff officer group at the Marine Corps Base at Quantico. The date has not yet been determined.

11. On 28 September, the Chief, OB/D, participated in the briefing of The Honorable

12. On 1 October, the Chief, OB/D, presented a special briefing on the IAC to

13. On 5 October, the Chief, OB/D, will brief newly appointed Chief of Counter Intelligence Corps, on the Mission, Functions and Charter of CIA. In the afternoon of the same day, Chief, OB/D, will brief Ambassador Designate to

14. DD/P signed off on the revision of CIA Regulation and it has been transmitted to for

publication. Support Staff is accomplishing distribution of the forms. Upon promulgation of this regulation, all requests for external training, including Department of Defense Schools and Colleges, will be made on CIA Form No. 51-133 in accordance with the regulation.

15. Writing continues on the Collection Manual. Without further interruptions, it is hoped that the first draft will be completed this month. Essential rewriting, editing, indexing and retyping will require at least another two weeks. Thus, the target date for presenting the material for thorough review by the staff of IT/D is 13 November. Every effort will be made to beat this schedule if possible. has been assigned to Mr. to assist in this project.

16. advises that the two Training Bulletins - remarks of Mr. Dulles and General Cabell - will be transmitted to S/PP in a few days.

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Director of Training  
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2 October 1953

17. DD/P signed off on CIA Regulation on Clerical Training, and this regulation was transmitted on 1 October to [redacted] for promulgation.

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18. Basic budget data has been computed and entered on the form developed for the purpose of making a comparison between training requirements and training requests. Actual costs of approved training requests still is in process of compilation. Target date for completion is Wednesday of next week.

19. The Management Training Division conducted the initial phase of the Human Resources Program with an exceptionally fine group of ten supervisors in the [redacted] This is the sixth group of supervisors in this program in Logistics.

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20. As a result of the reactions of the OC Division Chiefs to the Management Training Division's summary report on the initial phase of the Human Resources Program in OC, arrangements are being made with [redacted] for follow-up meetings in that Office. It was most heartening to read the memos to General [redacted] regarding the summary report of 23 June.

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21. Mr. Aurell, Chief, FE, will be contacted to discuss follow-up activities in that office as soon as possible.

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22. [redacted] has been able to get a fairly firm estimate from [redacted] regarding Clerical Induction Training loads up through May 1954. It is the joint estimate that the present staff will be needed to meet induction training requirements for clerical personnel certainly through March 1954.

[redacted]

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cc: TR(G) Division Chiefs

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~~CONFIDENTIAL~~ 25 September 1953

Director of Training

Deputy Director of Training (General)

TRG Weekly Summary Report

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1. Dr. Allan Evans, Director of the Office of Intelligence Research, Department of State, and [redacted] of the Joint Staff lectured during the past week in the HIG (I) #13. HIG (I) #14 is scheduled to begin 5 October.

2. The Chief of the Management Training Division will attend the four week Management Course of the American Management Association in New York in order to add to the fund of resource materials in the management field available to the Agency.

3. Mr. Milton Eisenhower has been invited to be guest speaker at the Twelfth Agency Orientation Program in November.

4. The Indestrination Program held on Thursday 24 September was attended by 45 persons and also 10 members of The Directorate of Intelligence, USAF.

5. The Reading Improvement Branch currently has 132 students enrolled in 8 training classes.

6. A total of 178 students are presently enrolled in introductory and self-study courses in the Language Training Branch. During the past week, the language laboratory was used for a total of 233 hours, 75 of which were outside of the normal working day.

7. As of 24 September, 490 CIA personnel are enrolled in TR(G) courses, and 247 in external training courses, making a total of 737 in courses sponsored by the Office of Training (General).

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cc: TRG Staff and Division Chiefs

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Director of Training

11 September 1953

Deputy Director of Training (General)

TRG Weekly Summary Report

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1. The Office of Training has developed a form and procedure in order to provide information on a monthly basis with respect to the comparison of external training requirements submitted by the various offices of the Agency for FY 1954 and the external training requests approved in the month against those requirements. The average unit cost of each category of external training has been established and is the basis for computing the amount of money budgeted by the Office of Training for each office for each category of training. The actual cost of each approved training request, when subtracted from the budget figure, provides a current amount of the money balance left for each office for each category of training and in aggregate.

2. The Office of Training has been offered one slot for the participation of Agency personnel in the 12 week Technical Intelligence Officers' Course conducted at the Aberdeen Proving Ground, beginning 6 November. OSI, as the most interested office, has been contacted to nominate a candidate. It is planned to evaluate the course for Agency purposes through the person selected to attend and, given Agency demand for this kind of training, to request a continuing quota for the course conducted 4 times yearly. The Office of Training is also investigating other such courses with a view to possible participation of Agency personnel.

3. The Agency has received quotas for participation in Air University Courses for 1954, one slot in the Field Officers Class and one slot in each of the two Intelligence Staff Officers Course to be conducted this year.

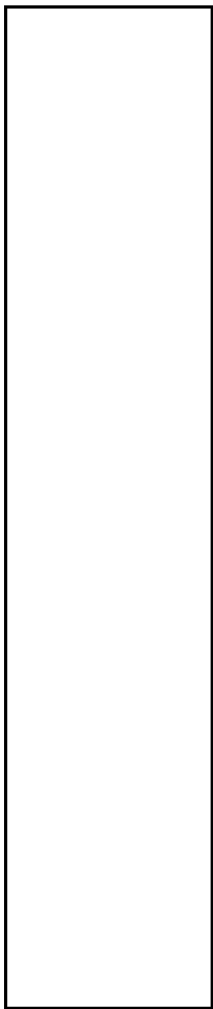
4.  of the Logistics Office has been selected to attend the 3 month <sup>*entered*</sup> Advanced Management Program at Harvard University, beginning 11 September 1953.

5. The BIC #13 began on 8 September with 54 trainees enrolled. The following Agency offices were represented: OCD, 15; ORR, 12; O/O, 13; OSI, 4; OCI, 1; JOT's, 7. Also attending this course are a Captain from the Directorate of Air Intelligence and an Ensign from the Office of Naval Intelligence.

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6. The Reading Improvement Branch of the Intelligence Training Division currently has 108 trainees enrolled in 6 courses.

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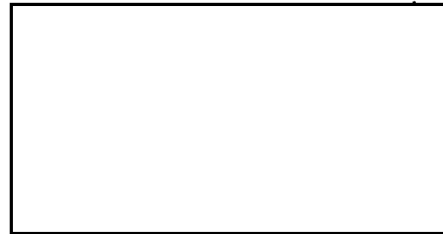
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X 7. Fifty-two persons are currently enrolled in required clerical training courses prior to placement in the Agency.

X 8. The Indoctrination Program held on Thursday, 10 September was attended by 47 persons, including the Training Liaison Officer of O/O.

✓ 9. On 16 September the Chief of the Orientation and Briefing Division will give a presentation on "The Mission of the CIA and its Relation to Policy" at the Psychological Warfare School, Fort Bragg, North Carolina.

cc: TRG Staff and Division Chiefs



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Director of Training

21 August 1953

Deputy Director of Training (General)

T&D Weekly Summary Report

1. Arrangements have been made to include a qualified representative of OPR in a course conducted by the Standard Oil Company, California, for members of the Armed Forces on the subject of Petroleum Production and Distribution. The course is intended for experienced petroleum officers as a refresher course and an introduction into current methods. A similar course is conducted by the U. S. Navy Bureau of Supplies and Accounts at Norfolk, Virginia, for which a candidate has been nominated.

2. The Office of Research and Reports has submitted additional requirements to the Office of Training for the development of technical courses in the field of petroleum. In line with this request, O/TR has received an announcement from the Office of the Quartermaster General, advising that a thorough survey course in Petroleum Production and Handling is conducted by the Quartermaster General's Office in Jersey City. The course lasts eleven weeks and is especially designed for officers newly assigned to duties requiring a knowledge of oil supply.

3. Office of Training has recently received an invitation to insert CIA representatives into a one-week course in Preventive Maintenance conducted at frequent intervals at the Aberdeen Proving Ground by the Chief of Ordnance. This course is particularly designed for technicians and specialists.

4. During the week, special speakers have assisted the Office of Training in its Twelfth Basic Intelligence Course. They are: Dr. Allan Evans, Director of OIR, Department of State; [redacted] Joint Staff of the Joint Intelligence Committee; and [redacted] Psychological Strategy Board.

5. A total of 59 persons attended the weekly Indoctrination Program in the CIA Orientation Room on 19 August 1953. Of this number, three were from the Estimates Staff and five were from the Targets Section of the Directorate of Intelligence, OSAP.

cc: T&D Staff and Division Chiefs

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Director of Training

24 July 1953

Deputy Director of Training (General)

TRO Weekly Summary Report

1. Appropriate staff representatives of the Office of Training reviewed during the week the Jackson Committee Report of 30 June 1953 with respect to its training recommendations. This Report laid stress on improving training programs for those entering into the field of national security affairs so as to provide not only greater technical competence and language and area knowledge but also a broader understanding of the significance of their own assignments. In addition, the Report called for the strengthening of the concept of career service so that well motivated personnel having received specialized training and experience, can be retained in government service. By means of the Junior Officer Training Program and the development of area programs, the Office of Training will be able to support more fully the Agency Career Service Program and to improve other programs in the field of national security affairs designed to broaden and strengthen the career service concept.

2. During the week representatives of the Office of Training assisted in the briefing of General Graves B. Erskine, Special Assistant to the Secretary of Defense, Special Operations. This briefing included a presentation on the overall charter, mission, functions and organization of CIA, as well as the efforts put forth by the Office of Training to meet Agency requirements in the fields of career service training.

3. Trainees of the Basic Intelligence Course for DD/I personnel heard lectures from Dr. Allan Evans, Director of the Office of Intelligence Research, Department of State, [redacted] Psychological Strategy Board, and Commander Richard Miles, briefing Officer, Joint Staff, Department of Defense.

4. At the request of the Training Liaison Officer, ORR, the Reading Improvement Laboratory of the Office of Training will conduct a screening program for representatives of the ORR reading panel. This program will be two-fold in that it will test the reading speed and capabilities of all members of the reading panel and will recommend to ORR that certain of those on the panel who do not come up to required speed tests will receive additional training.

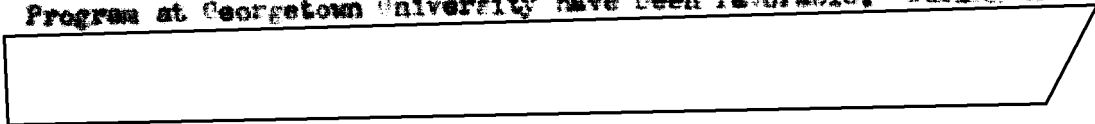
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5. In compliance with a request from the Logistics Office, DD/A, the Language Services Division supplied to that office 196 tapes in Basic Spanish and Basic Portuguese and 4 texts books in Spanish. These materials are to be sent to the field for field training purposes.

6. Reports on the Office of Training sponsored Central Asia Program at Georgetown University have been favorable. During the



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7. The Indoctrination Program held on 23 July 1953 in the CIA Orientation room totaled 75 persons. Of this number six were from the Targets Staff and three from the Estimates Staff of the Directorate of Intelligence, USAF.



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cc: TMO Staff and Division Chiefs

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Director of Training

10 July 1953

Deputy Director of Training (General)

TRG Weekly Summary Report

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1. In recent meetings held with the Training Liaison Officers of the Agency the Office of Training has received statements from the various offices on their training plans and policies. To resolve their training problems for 1954, Office of Research and Reports has committed 9 per cent of its total man years for training and Office of Current Intelligence plans to commit 10.7 per cent. The emphasis for projected training of these offices was on language and area competence. Other specialties as required to meet specialized office requirements will be organized by Office of Training as intermediate training courses similar to that just completed for the Office of Scientific Intelligence.

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2. In conferences with the Head of the Foreign Service Institute, [redacted] the Office of Training is determining the extent of the capability of Foreign Service Institute to meet area and area-language requirements of the Agency. It has been ascertained that much of the short-term area and area-language requirements can be met by FBI or elsewhere in Washington through SAIS or the local Universities. Planning and arrangements are proceeding in order that Agency participation in such programs may begin in September.

3. The Management Training Division of DTR reports that during fiscal 1953 some 378 supervisors in the various offices of the Agency have participated in the basic supervisory training programs. The three problem areas which have required attention by all levels of management have been, (1) coordination; (2) intra-office communication and (3) personal management. From this sampling of almost one-third of the supervisors in the Agency it is the estimate of the Chief, Management Division that improvement in supervision can come only if stronger support is given at the Assistant Director level especially with reference to the coordination of policy, plans and operations.

4. As of 10 July 1953, 418 CIA personnel are enrolled in TRG courses, and 256 in external training courses, making a total of 674 in courses sponsored by the Office of Training (General).

cc: TRG Staff and Division Chiefs

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3 July 1953

Director of Training

Deputy Director of Training (General)

TRO Weekly Summary Report

1. The first Intermediate Intelligence Course was organized at the request of the Office of Scientific Intelligence. This was a four weeks course and consisted for the most part of lectures and case study projects. Various persons with a scientific and intelligence background were invited to participate in this effort. Among those who gave valuable assistance were [redacted]

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[redacted] The curriculum in general met student needs as required of the Office of Scientific Intelligence. Courses of a similar nature will be developed by the Office of Training to meet similar requirements made by other offices.

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2. The two external summer programs sponsored by the Office of Training are now underway. There are 15 people registered for the Central Asia Program held at the Georgetown Institute of Languages and Linguistics and 46 people are presently attending the special program on the USSR, conducted by the School for Advanced International Studies, John Hopkins University.

3. [redacted] Instructor in Chinese reported for duty in the Office of Training during the week. He has interviewed numerous prospective students for the Introductory Chinese (Mandarin) class which is scheduled to begin on Monday, 6 July, for a period of 30 weeks.

4. [redacted] reported for duty in the Office of Training on 1 July. [redacted] has been on leave from the Agency during the past six months. He has been engaged in work with the [redacted] dealing specifically with fellowship grants for area and language study and research in the Near Middle and Far East. [redacted] will be engaged in organizing and planning regional and area work based upon requirements already received from the various offices and staffs of the Agency.

5. [redacted] of the Targets Division, Directorate of Intelligence, Air Force, has issued an invitation to representatives of the Office of Training to attend a briefing conducted by the Targets Division of the

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**Air Force. The purpose of the briefing is to set forth some of the aims, purposes and requirements of this Division and to demonstrate for Office of Training personnel the manner in which orientation briefings are conducted by the Targets Division of the Air Force.**

**6. As of 26 June 1953, 381 CIA personnel are enrolled in TRG courses, and 249 in external training courses, making a total of 630 in courses sponsored by the Office of Training (General).**



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**cc: TRG Staff and Division Chiefs**

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Director of Training

26 June 1953

Deputy Director of Training (General)

TRO Weekly Report

1. The Director of Training has requested the Executive Secretary in the CIA Career Service Board to include on the agenda of the next Board Meeting the subject of rotation loan slots. At present 10 of these slots were allotted to various components of the Agency. In order to accommodate the various offices, and in view of the vacancies which temporarily exist in the Junior Officer Trainee allotment of slots in the Office of Training, the Director of Training has encumbered JOT slots with personnel from other offices in order that they might profit in established Agency training programs.

With the increased effectiveness of the JOT recruiting program these slots are now needed by the Office of Training for their original purpose. Accordingly, the Director of Training has proposed that the Career Service Board devise measures to make more effective use of rotation loan slots for training and other career purposes. The proposal is to allot slots for career development purposes on the recommendation by the DTR for approved long-range training programs. During the period of training the career employee will encumber a slot held by the Career Service Board thus releasing his slot in his own office.

2. The trainees of the 10th Basic Intelligence Course were invited to participate in a briefing given by G-2. Major General H. C. Partridge, Assistant Chief of Staff G-2, conducted a portion of this presentation setting forth briefly the mission and purposes of G-2 and the contribution it makes in the field of collection and the production of military estimates. Other senior officers of G-2 participated in the briefing emphasizing various aspects of intelligence production carried on by G-2 throughout the world.

3. During the week Dr. Allan Evans, Director of the Office of Intelligence Research, Department of State conducted a presentation for the trainees in the Basic Intelligence Course dealing with <sup>the</sup> problems and scope of intelligence production engaged in by the various Bureaus and Divisions of the Department of State.

4.  Assistant Commandant, Strategic Intelligence School requested, through the Office of Training, that CIA assist SIS in the programming of a special intensive two weeks course on the Theory and Practical Application of Strategic Intelligence. This

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special course is designed to meet the needs of reserve officers with intelligence background so that they may be kept well informed on the latest developments in the intelligence community. The Office of Training has arranged to give eight lectures in fairly highly specialized fields of intelligence. The offices participating in this effort are: OTR, ONS, OSI, OCI and ONS.

5. The Director of Naval Intelligence has requested that the Director of Central Intelligence supply a speaker for a two hour lecture on the "Mission, Scope and Responsibilities of the Central Intelligence Agency". This presentation is to be given to the student officers at the U.S. Naval Intelligence School. [redacted] Chief of the Orientation and Briefing Division, who has given such lectures in the past will conduct this presentation on 7 July 1953.

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6. As of 26 June 1953, 370 CIA personnel are enrolled in TRG courses, and 190 in external training courses, making a total of 560 in courses sponsored by the Office of Training (General).

[redacted]

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cc: TRG Staff and Division Chiefs

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19 June 1953

Director of Training

Deputy Director of Training (General)

T&O Weekly Summary Report

1. Preliminary evaluation of the data obtained from the offices of the Agency for budgetary purposes revealed the following:

a. Approximately 8 to 10% of all Agency personnel are scheduled for training in one or more of the programs established by the Office of Training for the year 1954.

b. About 55% of the training requirements submitted are for DD/I personnel, 20% for DD/P including Communications personnel (external training only) and 17% for DD/A personnel.

c. The principle of area language training has been generally accepted throughout the Agency. Training requirements have been stated for 34 different languages, 89% desiring basic and advanced reading competence and 11% for basic or advanced speaking competence.

d. The requirements for Management and Administrative training are greater than expected, they are indicative of a general consciousness of need for training in this field. It is noted that the various offices have not confined their requirements to currently existing programs but have requested the establishment of new programs to meet their requirements.

2. During the week exploratory conversations were held with the Management Consultant firm of [redacted] with a view toward determining their capabilities to provide short-term training programs in the Executive Management Field for Agency personnel. Such courses tailor-made to meet Agency needs would employ the seminar and case study method, similar to that used by the Harvard School of Business in its six month management course. It is believed that a wider range of courses of shorter duration than the Harvard course could be presented by the training facilities of [redacted] at less cost and with wider participation of Agency personnel than is now possible by the limited use the Office of Training is able to make of the Harvard Program. The Harvard Program would continue to be used of course, reserved for very high level Agency personnel on the limited basis of two persons per class.

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3. Further indication of the growing emphasis placed by the offices of the Agency on regional and area programs is reflected in the request that 15 Agency employees be permitted to participate in the part-time Central Asia Program, which will begin 29 June at Georgetown University. This program will run for twelve months and will meet six hours a week.

4. Over 80 Agency employees have placed requests with the Office of Training to attend a lecture on "Mathematical Theory of Games", given by [redacted] on 19 June in the CIA Orientation room 117 Central Building. While this program was originally developed at the request of OSI it appears to have Agency wide interest.

5. As of 19 June 1953, 325 CIA personnel are enrolled in TRG courses, and 155 in external training courses, making a total of 480 in courses sponsored by the Office of Training (General).

cc: TRG Staff and Division Chiefs

[redacted]

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Director of Training

12 June 1953

Deputy Director of Training (General)

TRG Weekly Summary Report

1. In reply to a letter sent by the DCI to Mr. Harold E. Stassen, Director for Mutual Security to speak at the next Orientation Program (August 4 through 7), Mr. Stassen indicated his willingness to be present for the first day. The subject suggested to Mr. Stassen is "U. S. Problems In The World Today". Mr. Stassen stated that the subject was completely satisfactory to him and he would be present at 9:30 on the morning of August 4th in the Department of Agriculture auditorium where the CIA program will be conducted.

2. The Rockefeller Foundation Program for the Development of Foreign Affairs Personnel, planned to be given in September 1953 at Harvard University, must be postponed until September 1954. State Department personnel were to comprise the nucleus of the student body, with five CIA participants and five personnel from the Foreign Information Program and NSA supplementing State personnel. The State Department has indicated, however, that while it has considerable interest in the program, it finds it impossible to release ten of its professional people because of personnel cuts. The sponsors of the program are reluctant to proceed without the support of the Department of State.

3. A non-technical lecture on the Mathematical Theory of Games with Potential Application to Intelligence Problems will be given by Col. Maywood of the Research and Development Command of Baltimore on 19 June to selected representatives of CIA. This program was developed at the request of DCI.

4. A representative of the Office of Training requested G-2 to conduct a briefing on Military Intelligence for selected students from CIA Basic Intelligence Course. A reply dated 10 June to the Director of Training from [redacted] stated that in accordance with General Partridge's policy, G-2 would expand its orientation schedule to include those subjects of greatest interest and benefit to personnel of CIA. The G-2 presentation will take place on 12 June and will include such subjects as the Military Attache System, G-2 Publications, G-2 Document Library, the Organization of G-2 and G-2 Intelligence Production Activities.

5. A representative of G-2, Army, Language Training Services, Army, and Information and Education, Army Field Forces, six persons in all, visited the Language Training Division on Wednesday, 10 June, and spent two hours examining the installation, discussing the training materials (including the dual-track mobile unit), and other pertinent matters.

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6. Several months ago, the Department of the Air Force was invited to submit the names and biographic data of two candidates it may wish to place in the Basic Intelligence Course commencing 6 July. The Air Force has expressed an interest and has submitted two persons who are presently being security checked. The Department of State and the Department of Army already have one employee each participating in the current Basic Intelligence Course.

7. On 11 June, 65 persons attended a weekly indoctrination program. Of this number there were nine staff officers and two civilians from the Directorate of Intelligence, USAF. A request was received in CIA from the Air Command and Staff School, Air University, Maxwell Air Force Base, Alabama to supply a speaker on the Mission and Functions of CIA. The Chief of the Orientation and Briefing Division will give this lecture at Maxwell Field on 28 July.

8. As of 12 June 1953, 359 CIA personnel are enrolled in TRG courses, and 155 in external training courses, making a total of 514 in courses sponsored by the Office of Training (General).



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cc: TRG Staff and Division Chiefs

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Director of Training

10 April 1953

Deputy Director of Training (General)

TRG Weekly Summary Report

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1. Following an agreement between the DCI and Assistant Chief of Staff, G-2, dated 19 January 1953, it was determined that a certain number of G-2 mobilization designees would serve a fifteen-day tour of active duty with CIA. The first requests for active duty of six officers, effective 5 May 1953, have been received by Military Personnel Division and forwarded to the DD/I for handling. [redacted] of the DD/I Office in turn forwarded the list to the Director of Training, requesting that he make appropriate arrangements for briefing and substantive desk training of these officers.

The G-2 designees will attend the Tenth CIA Orientation Course and by special arrangement with OO, ONE, and ORN, the officers will be given desk assignments for the duration of their tour at CIA.

2. A Panel, called together by the Director of Training, considered the applications of fourteen persons desiring to attend the National War College at its next academic session. Of this number, the names of six outstanding candidates will be sent forward to the DCI. Four persons are recommended, of whom three are to be selected.

3. A Selection Panel met in the Office of Training on 7 April to review seven applications for Detachment "R". Four persons were judged qualified for the program. Of these, three were selected as principals and one as an alternate. The four persons represent ORN, OSI, and OXI.

4. At the request of the Air Force some 214 persons from Air Intelligence are expected to attend the Monday Indoctrination Programs in the course of the next few months. The first group of four, which included the Chief of the Management Division, arrived on 30 March. The second group of nine officers attended the 6 April Indoctrination Program and among this number were Chief of Operations, Air Attache System, the Budget and Fiscal Officer, the Training Officer, and several Staff Intelligence Officers.

5. Changes recommended by the Office of Personnel in regard to the processing of new personnel into the Basic Intelligence Training Courses required that, beginning 23 April, the Monday Indoctrination Programs will be shifted to Thursday.

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6. Arrangements have been made by the language staff of the Office of Training to train members of ORR who have basic Russian to give short reading orientation courses to large groups of analysts in "M" Building.

7. Data dealing with the diversified uses of the audio-visual mobile unit have been assembled by the Language Services Division, and a draft of the memorandum is to be sent to appropriate Training Liaison Officers who will be expected to make a survey within their offices as to their future needs for such a unit.

8. The Office of Logistics, DD/A, has appointed [redacted] as its Training Liaison Officer. He has been briefed on the functions of the Office of Training and is presently making a survey of the requirements within his own office, which will be used as a basis for developing training programs designed to meet the specialized needs of the Office of Logistics.

9. Following preliminary surveys in the Agency, three candidates have been nominated for the new Japanese Language and Area Program. This program comes under the joint direction of the Office of Training and the Foreign Service Institute, State Department. Candidates will be scheduled for a two-year period of study,

10. The Foreign Service Institute has requested that the Office of Training nominate two persons to lecture in a forthcoming orientation course for new Foreign Service Officers. The Chief of the Orientation and Briefing Division will present the mission and functions of CIA, and [redacted] of the NSA Division, DDG, will discuss certain aspects of operations and intelligence collection.

11. As of 10 April, 406 CIA personnel are enrolled in TRG training courses and 263 in external training courses, making a total of 669 in programs sponsored by the Office of Training (Con'l).

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cc: TRG Staff and Division Chiefs

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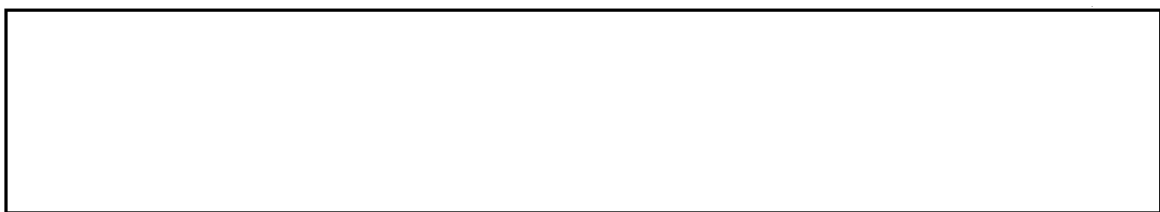
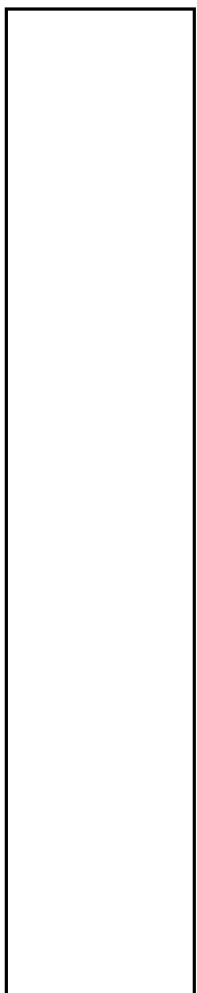
Director of Training

27 March 1953

Deputy Director of Training (General)

TR(G) Weekly Summary Report

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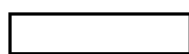
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2. The Office of Current Intelligence requested on 16 March that the Chief, Management Training Division, OTR, conduct the Human Resources Program for the benefit of the OCI Career Service Board. A similar program is planned at the invitation of the Technical Services Staff to begin on 8 April.

3. An Air Force project officer has been set up to handle details concerning the attendance of Air Force personnel in the OTR weekly indoctrination programs. The privilege of attending these indoctrination courses was requested by Air Force representatives so that certain selected intelligence officers may be able to keep abreast of the latest changes and developments taking place within CIA.

4. During the week the Language Laboratory was used for a total of 442 hours. There is at the present time a combined total of 201 students enrolled in introductory and self study courses in the language training center.

5. As of 27 March, 144 CIA personnel are enrolled in TR(G) training courses and 321 in external training, making a total of 785 in courses sponsored by the Office of Training(General).



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cc: TR(G) Staff and Division Chiefs

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Director of Training

20 March 1953

Deputy Director of Training (General)

TR(G) Weekly Summary Report

1. During the week, the Chief of the Programs Division audited six seminars of the Advance Management Program of the Harvard Graduate School of Business Administration. His report stressed the high quality of the program and has urged in the choice of future candidates, that the Agency's Selection Panel review carefully the qualifications of those desiring to attend this course.

2. The Staffs and Divisions of the DD/P have requested that the Office of Training arrange for approximately 100 representatives to attend the International Relations Seminars conducted by Foreign Service Officers in the State Department's Foreign Service Institute. Since the Agency is permitted to send only two persons per seminar and since the offices of the DD/P have also requested 800 or more be permitted to attend, this response far exceeds the quota the State Department has given to the Agency.

3. Lt. Gen. Charles F. Cabell, Deputy Director of Central Intelligence, visited the various buildings of the Office of Training on 13 March 1953 and received a preliminary briefing by the Director of Training and several members of his staff. The purpose of this visit was to show to General Cabell the language training facilities and the facilities for training all new incoming personnel. This will be followed by a more comprehensive briefing program in which all activities of the Office of Training will be presented.

4. Two sections of Basic Russian Instruction will begin on Monday 23 March 1953. This instruction will be given in the Office of Training Language Laboratory. Enrollment is expected to total 16 students.

5. As of 20 March, 510 CIA personnel are enrolled in TR(G) training courses and 305 in external training courses, making a total of 815 in courses sponsored by the Office of Training (General).

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cc: TR(G) Staff and Division Chiefs

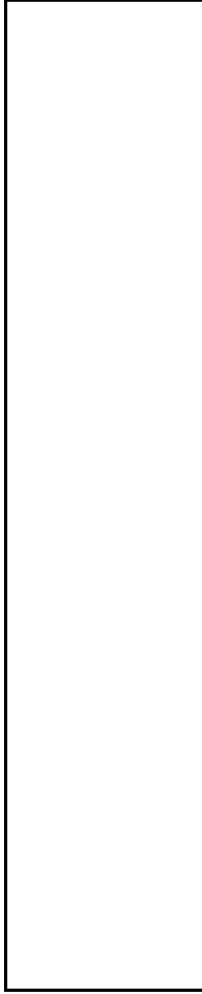
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13 March 1953

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MEMORANDUM FOR: Colonel Baird  
SUBJECT : National Security Lecture Series  
REFERENCE : Paragraph 1 of the Weekly Progress Report

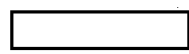
1. Item No. 1 of this week's progress report is a restrained paragraph based on four lines in Steve's report. This is admittedly a needle thrust and propoganda of not too subtle nature. The Foreign Service Institute is now doing a program not unlike the one we tried to sell the DDI and DDP last September on our National Security Lecture series. Clyde made nine telephone calls about this program and to date we have received 151 names.

2. I have had time to look over only the names proposed for the first two weeks of the series and have selected arbitrarily two persons per seminar for the lectures on the basis of my knowledge of the importance of the work being done by those I selected. These persons have been informed of the time and place. Additional telephone calls have come from those not chosen, informing us that their supervisors urge that provision be made by the Office of Training to include them. For the most part those selected to date are from the DDI offices.

3. This is good evidence and is turning out to be quite a survey of Agency interest as well as Agency need for this type of seminar. You may remember [redacted] did not choose to permit the Assistant Directors under him to see or even have a chance to comment on our original prospectus on the National Security Lecture series. If a proper survey had been made, we as an Office might have had a better opportunity to serve the Agency in a fairly important field.

4. I recommend that we review this proposed series, perhaps shorten it some, bring it up to date, change the name, and submit it this time to the Training Liaison Officers to disseminate widely within their respective offices.

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Director of Training

13 March 1953

Deputy Director of Training (General)

TR(O) Weekly Summary Report

1. The need in the Agency for a series of presentations dealing with national security problems has again been demonstrated to the Office of Training. The Foreign Service Institute has offered to the Agency two positions in its current and future Advanced International Relations seminars conducted for Foreign Service Officers of Class 4 and 3 by ambassador, minister, and assistant secretary level speakers. Agency participation in this first series has been set up on a flexible basis to permit two persons per seminar to attend those presentations relating to their present assignments. Response has been far in excess of the quota which the Department of State can handle.

2. Current planning in the Foreign Service Institute, in cooperation with the Office of Training, now makes it possible to increase the number of language and area programs to include Japan beginning 1 July, China tentatively scheduled for October, and South Asia by January of 1954. These are two-year programs, the second year of which will be spent at over-seas installations. The Office of Training is presently ascertaining requirements for Agency participation.

3. Career and security briefing was provided by DD/P personnel for four of the five trainees entering the OTR-FSI two-year language and area program on the Near East. This group will spend one year in the United States and the second year at the FSI installation in the Near East.

4. Training Bulletin No. 3, Remarks of the Vice President of the United States at the Ninth Orientation Course, is in process of reproduction for distribution in the Agency and for DD/P dissemination to the field. Bulletin No. 4 on General Smith's remarks and No. 5 on those of Mr. Allen Dulles will be ready for dissemination next week.

5. The Language Services Division of OTR can now plan and organize in the Agency Russian language training. Through arrangements with FDD/OO an experienced linguist has been made available to the Office of Training for this work.

6. As of 13 March 1953, 418 CIA personnel are enrolled in TR(O) courses and 267 in external training, making a total of 685 in courses sponsored by the Office of Training (General).

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Director of Training

6 March 1953

Deputy Director of Training (General)

TR(G) Weekly Summary Report

1. At the request of Colonel Saad, USAF, the Office of Training arranged to assist the Psychological Warfare Division, Operations, USAF, in determining the content of a Soviet-English language propaganda film without a sound track. This task was accomplished with satisfactory results by [redacted] of FDD/OO, who has recently been trained by the Agency [redacted]. [redacted] written statement was forwarded to Colonel Saad on 5 March.

2. A briefing on the [redacted] program was given by [redacted] of the SR Division/DDP to prospective applicants for the program. Those attending the briefing consisted of Administrative Officers and Training Liaison Officers from OCI, OSI, ONE, OO, ORR, OCB, I&S, and the FM Staff. [redacted] was among the first to successfully complete the two-year course at Detachment "R". He emphasized, among other things, the value of this program and discussed in some detail the curriculum, facilities, problems, and the high caliber of the faculty.

3. The Director of Training has been advised by representatives of the DDA that the regulation on Basic Intelligence Training has received the concurrence of the DDI but the DDP does not concur since he wishes to retain the right to determine what personnel of the DDP complex will take the Basic Intelligence Course and objects to the automatic entry of new personnel into the course. The regulation is presently being revised to meet the objections of the DDP but will not change in any way those portions of the regulation applicable to the DDI.

4. New intensive language classes sponsored by the Air Force at Georgetown University Institute of Languages and Linguistics Program were announced in a recent memorandum on the Spring Language Program. These languages include: Iraqi-Arabic, Hindi, Urdu, Finnish and Swedish. To date no interest has been shown by any Office in the Agency in these programs.

5. Two members of the Language Training Staff from the National Security Agency visited the Language Services Division, Office of Training, during the week for the purpose of inspecting its facilities. Representatives of the Office of Training have been requested to suggest methods and techniques for the development at NSA of a sound language program.

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6. Two students, one from FDD/OO and one from FE/FI, have been enrolled in a course in basic Vietnamese presently being conducted by the Language School of NSA.

7. At the request of the Chief, Personnel Procurement Division, the Chief of the Junior Officer Training Division, Office of Training, made a trip to New England to examine files of prospective Rhodes Scholar candidates and to interview thirty-seven individuals procured by Personnel for consideration as Junior Officer candidates. This was a profitable trip, and it is anticipated that some seventeen persons of those interviewed will be selected for the Junior Officer Program.

8. As of 6 March 1953, 486 CIA personnel are enrolled in TR(O) training courses and 191 in external training courses, making a total of 677 in courses sponsored by the Office of Training (General).



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cc: TR(O) Staff and Division Chiefs

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Director of Training

29 May 1953

Deputy Director of Training (General)

TRG Weekly Summary Report

1. The Director of Training proposed to the CIA Career Service Board that it review and approve a statement of training policies related to the Agency's Career Service Program in order that the function of training might be exercised more directly as an integral part of the career service in the Agency. The policies were concerned with: individual qualifications requisite to training, and selection of individuals by the DCI upon recommendation of the CIA Career Service Board for training in the development of high-level executive, policy, and planning skills. For all other types of training, either inside the Agency or at external facilities, selection will be made by the Director of Training.

The statement was approved by the Career Service Board with the following modifications: (1) policies to be limited to training at non-CIA facilities, (2) training to be provided normally, but not exclusively, to career employees, (3) requests for training, including the Department of Defense schools and colleges, must have the endorsement of the Office Head or Staff Chief in order to be considered by the Director of Training, and (4) Utilization of personnel within the Agency upon completion of training to be determined prior to training.

2. At the request of the PM Staff a program of on-the-desk training has been established for specially qualified and assessed Junior Officer Trainees over an approximately one-year period. The course has been carefully outlined by the PM Staff and will include extensive selected readings, indoctrination in the activities of each division, screening of current intelligence publications and cables, debriefings of personnel, and assigned projects. All activities will be directly supervised by an officer assigned to this task.

3. Fifty-one employees will attend the graduate program on the USSR at the School of Advanced International Studies (21 June - 21 August). About forty will be full-time students taking the equivalent of about fourteen credit hours.

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5. Arrangements have been completed for conduct within the Agency of a three-months course of intensive, introductory Japanese. This is the first step in a two-year program of Japanese language and area study. Five students are enrolled. This stage has been made possible through the cooperation of Chief, FDD, and [redacted] who will instruct the class.

6. On 1 June the Office of Training will begin a four-weeks intermediate course designed to meet the requirements of OSI analysts. The program of the course has been developed by representatives of the Office of Training in consultation with OSI. The members of the school staff and qualified specialists from OSI and TSS will participate.

7. The Language Services Division of the Office of Training has been requested by the FE Division of DDP to supply training materials in the [redacted] language for use by personnel stationed [redacted]

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8. Arrangements are being finalized with OSI and ORR for the development of external Russian training programs to be conducted at Georgetown Institute of Languages and Linguistics. This program is to begin 15 June and is designed to meet the increasing requirements for this language placed on the Office of Training by other components of the Agency.

9. As of 29 May 1953, 312 CIA personnel are enrolled in TRG courses, and 262 in external training courses, making a total of 574 in courses sponsored by the Office of Training (General).

[redacted]

cc: TRG Staff and Division Chiefs

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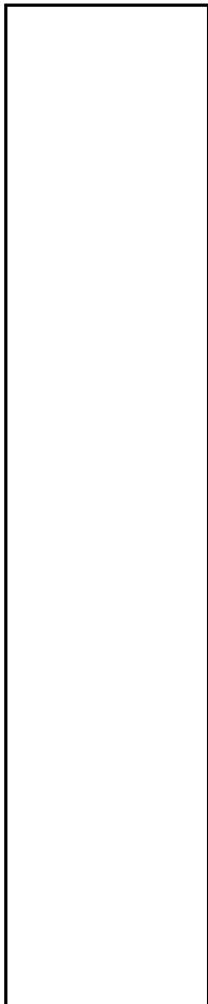
Director of Training

8 May 1953

Deputy Director of Training (General)

TRG Weekly Summary Report

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2. The FSI has offered to the Agency four slots in a new seminar series entitled "Western Europe and the Revival of Germany". The aim of this course is to trace trends in Western Europe -- political, economic, psychological, and military -- with special emphasis on the role of [redacted] Lecturers include high-level officers of State, MSA, and Defense. The Offices in the Agency participating in the seminar are ONE, OCD, OCI, and EE/FI.

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3. On Tuesday, 30 April 1953, 62 new Agency persons attended the Indoctrination Program. Included in this group were eight intelligence representatives for the U. S. Air Force. These included six Intelligence Staff Officers and two Intelligence Analysts.

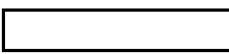
4. The next CIA Presentations Program will be held on 13 May from 1100 hours to 1200 hours in the Orientations Room, 117 Central Building. The subject concerned will be "Presentation of Department of Defense Directives Pertaining to Logistical Support of CIA Covert Operations in Peacetime." This program was requested by [redacted] of the Support Staff of the Office of Logistics.

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5. As of 8 May 1953, 858 CIA personnel are enrolled in TRG courses (this figure includes 566 attending the 10th CIA Orientation Course), 271 in external training programs, making a total of 1,129 in programs sponsored by the Office of Training (General).

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cc: TRG Staff and Division Chiefs



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**CONFIDENTIAL**

1 May 1953

Director of Training

Deputy Director of Training (General)

TRG Weekly Summary Report

1. The AD/DO and the AD/HR have confirmed by memo the informal agreements to provide desk assignments for the four G-2 reserve officers who will report on 4 May to serve a fifteen-day tour of active duty with CIA. [redacted] ONE, has agreed to provide a desk assignment for [redacted] who will not report for his active duty tour until 18 May. This project has been coordinated with the Training Liaison Officers of DO, ORR, and ONE, with the Chief, Military Personnel Division, and with the Chief, Orientation and Briefing Division.

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2. During the week of 4 May, representatives from the Office of Training will assist in briefing the consultant contacts who are being brought into the Agency by the Office of Personnel. A group of nine consultants representing their respective universities will attend the Tenth Orientation Course and will receive briefings on specialized subjects during the week.

3. On Thursday, 23 April, 47 new persons attended the indoctrination program. This was the first program conducted under the new system of meeting on Thursdays instead of on Mondays. In addition, six Air Force personnel attended, making a total of 53. Among those in attendance were two members of the Estimates Staff, two of the Targets Staff, and two Intelligence Officers.

4. During the week 8 principals and 2 alternates were selected for the summer seminar at [redacted]. The offices and staffs recommending candidates for this program were NSA/DPF, VI/DPF, OGI, OSI, ONE, and OGD.

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5. As of 1 May 1953, 340 CIA personnel are enrolled in TRG training courses and 270 in external training courses, making a total of 610 in programs sponsored by the Office of Training (General).

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cc: TRG Staff and Division Chiefs

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Approved For Release 2003/08/27 : CIA-RDP55-00037A000200010001-4



Director of Training

24 April 1953

Deputy Director of Training (General)

TRG Weekly Summary Report

25X1

1. The summer session seminars sponsored jointly by the Office of Training and the School for Advanced International Study will begin as scheduled on 29 June and run until 26 August. General title of the series is THE IMPACT OF SOVIET IMPERIALISM ON THE FREE WORLD. Some of the subjects treated and speakers during the series will be "The USSR and the non-Soviet World in Historical Perspective" - George Kennan; "The Basic Strategical and Tactical Concepts of Soviet Expansionism" - Mose Harvey, Department of State; "The Role of Force" - William Deakin, St. Antony's College, Oxford University, England; "Present and Potential Military Capabilities of the Soviet Bloc" - Hanson Baldwin; "The Eastern Mediterranean in the East-West Conflict" - (speaker to be determined); and "China's Role in the Communist Revolution in Asia" - (speaker to be determined). Agency applicants to this series will take the full eight weeks.

2. A Panel met under the chairmanship of the Director of Training on 23 April to determine candidates for the 1953-54 class of the Industrial College of the Armed Forces. Only one slot is available for this course and it went to ORR. Similar selections will be made of candidates to the Army, Air, and Navy War Colleges on 9 May.

3. The Programs Division of the Office of Training will announce during the coming week three new external programs available to Agency personnel - (1) International Transportation Institute, American University, a full-time three-week program during the month of May; (2) Visual Aids Workshop, American University (in May); (3) Program on Police Methods.

4. On Wednesday, 22 April, the Chief, Orientation and Briefing Division, Office of Training, gave a special presentation entitled "Significance of National Intelligence" to the faculty and student body of Fordham University.

5. As of 24 April, 318 CIA personnel are enrolled in TRG training courses and 280 in external training courses, making a total of 598 in programs sponsored by the Office of Training (General).

cc: TRG Staff and Division Chiefs  
PE:brc

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Director of Training

17 April 1953

Deputy Director of Training (General)

TRG Weekly Summary Report



25X1

2. The first of eight meetings in the Records Management Training Program, sponsored jointly by the Office of Training and the General Service Office, was held on 14 April. Approximately one hundred people attended. Speakers at this first meeting were Emmett J. Leahy, President, National Records Management Council, and Herbert E. Angel, Director, Records Management Division, National Archives and Records Service, USA.

3. A letter to the DCI from Lieutenant General Ralph J. Canine, Director of the National Security Agency, expressed a desire that CIA and NSA might work out together the production of language training materials, particularly in the rarer languages. This letter was referred to the Office of Training and thence to the Office of Intelligence Coordination for reply, informing General Canine of the work already accomplished in the IAC Committee on Foreign Language Publications. In future meetings of this IAC Committee representatives from the Language Divisions of NSA and the Office of Training will be present.

4. During the week a report was made on the present status of electro-mechanical translation. At a meeting held on 15 April in the Office of Intelligence Coordination a proposal was made to support a fifteen month linguistic engineering research program. Provision was made for practical tests on existing equipment. It is anticipated that the project as now formulated is likely to be approved and that CIA may become co-sponsor with the Department of Defense.

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**CONFIDENTIAL**

5. The Chief of the Junior Officer Training Division returned during the week from a ten-day trip to the [redacted]. Purpose of the trip was to select qualified young officers for the Junior Officer Trainee Program. Out of forty-five candidates recruited by Personnel, thirty-six were deemed to have the qualifications desired.

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6. At the Indoctrination Program of 14 April the Air Force sent six representatives, including the Deputy Director for Estimates and several intelligence analysts from the same division.

7. At the invitation of the Potomac River Naval Command Reserve Corps, the Chief, Orientation and Briefing Division of the Office of Training addressed this group on the Mission and Functions of the Central Intelligence Agency.

8. As of 17 April 1953, 403 CIA personnel are enrolled in courses sponsored by TRG, and 269 in external training programs, making a total of 672 in training courses sponsored by the Office of Training (General).

[redacted]

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PE:bre  
cc: TRG Staff and Division Chiefs

**CONFIDENTIAL**

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## Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

FROM : Deputy Director of Training (General)

SUBJECT: TR(G) Weekly Summary Report

DATE: 27 February 1953

1. Several training bulletins will be disseminated within the next two weeks containing the remarks made at the Ninth Agency Orientation Course by the Vice President of the United States, General Walter B. Smith, Undersecretary of State, Mr. William H. Jackson, Chairman, President's Committee on International Information Activities, and Mr. Allen Dulles, Director of Central Intelligence. 25X1
2. As a result of meetings held between representatives of the Office of Training and the Training Officer of the Paramilitary Staff, DDP, it was learned that this staff is reviewing "job families and professional training patterns," in order to administer more effectively the Career Service Program of that staff as it relates to training recommendations in connection with the Personnel Evaluation Reports, and also for the basic training of new personnel entered on duty.
3. The senior Training Officer of the PM Staff has requested that the appropriate division in the Office of Training prepare to offer the Human Resources Program and Supervisory and Management Training for executives and supervisors on the PM Staff.
4. The Office of Research and Reports has informed the Office of Training that it is giving a series of seminars on the use of maps and aerial photographs in intelligence. These seminars will include such subjects as geography of the European satellites, the physical geographic survey of the USSR, and the geography of China. While this is not an official Agency training program, the Director of Training urges all persons whose interests are related to topics of this series to take advantage of the seminars.
5. The demands for training in the Reading Improvement Branch of the Intelligence Division continue to increase. During the past week, 120 representatives from all offices of the Agency have undergone training.
6. As of 27 February, 323 CIA personnel are enrolled in TR(G) training courses and 196 in external training courses, making a total of 519 in courses sponsored by the Office of Training (General).

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cc: TR(G) Staff and Division Chiefs

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# Office Memorandum

UNITED STATES GOVERNMENT

TO : Director of Training

FROM : Deputy Director of Training (General)

SUBJECT: TR(G) Weekly Summary Report

**CONFIDENTIAL**

DATE: 20 February 1953

1. The Ninth Agency Orientation Course was completed on 13 February. Approximately 540 Agency personnel and 20 Intelligence Advisory Committee representatives attended the course. Special speakers during the 4-day session were the Vice President of the United States, General Walter B. Smith, Undersecretary of State, Mr. William H. Jackson, Chairman, President's Committee on International Information Activities, and Mr. Allen Dulles, Director of Central Intelligence.

2. At the request of the EE/FI Division Chief, negotiations are being worked out for the training of six individuals with emphasis on the Polish language. During the time of their training, these individuals will be temporarily placed on the T/O of the Office of Training. On the completion of their training, they will be returned to the Division.

3. Two groups <sup>under the DSP office began</sup> special intensive Russian language study began on 16 February. Arrangements were made by the Chief of the Language Services Division to conduct these courses at Georgetown University

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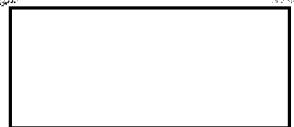
4. A survey of the Agency concerning the 2-year Foreign Service Institute Arabic Language and Area Program disclosed no interest. The Office of Training will detail three of its competent Junior Officer Trainees into this course. There are five additional slots for this long range program still unfilled.

5. Upon invitation from the Foreign Service Institute, arrangements have been made for three senior Agency representatives to attend a 6-session seminar on the North Atlantic Treaty Organization problems. The seminars are for two hours duration per session and conducted on Monday and Wednesday of each week beginning on 25 February 1953.

6. On 18 February, Mr. Edward R. Saunders, Comptroller, presented the subject "The Mission and Functions of the Comptroller" to Agency personnel in the Orientation Room.

7. As of 20 February, 451 CIA personnel are enrolled in TR(G) training courses and 201 in external training courses, making a total of 652 in courses sponsored by the Office of Training (General).

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cc: TR(G) Staff and Division Chiefs

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6 February 1953

Director of Training

Deputy Director of Training (General)

TR(G) Weekly Summary Report

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1. As a result of a meeting on 3 February called by the AD/IC the Office of Training is preparing revised terms of reference on a survey of requirements for lexicographical materials. This paper will be forwarded to the AD/IC for coordination throughout the Offices of the DD/I and DD/P in order to establish priorities and requirements for the development of lexical materials which are now lacking.

25X1

2. [redacted] of the new Office of Logistics has requested assistance from representatives of the Office of Training in developing plans for training personnel in his Office. The request will include basic intelligence training for professional personnel, training in covert support activities, and special trade-craft training covering the entire field of logistics from procurement through transportation. In planning courses and special instruction in these fields, the Office of Training will utilize, where possible, the facilities in the Department of Defense as well as those in universities and certain industries where security permits.

3. It is expected that the Near and Middle East intensive Arabic program will start at the Institute of Languages and Linguistics, Georgetown University, on 16 February 1953.

4. As of 6 February 432 CIA personnel are enrolled in TR(G) training courses and 208 in external training courses, making a total of 640 in courses sponsored by the Office of Training (General).

[redacted]

PE:brc

cc: TR(G) Division and Staff Chiefs

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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director of Training

FROM : Deputy Director of Training (General)

SUBJECT: TR(G) Weekly Summary Report

DATE: 2 February 1953

1. The Office of the DD/I has stated verbally that it has five nominees to date, with the possibility of others, [redacted]

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2. A meeting was held on 28 January with Training Liaison Officers from all major organizational components of the Agency to discuss revision of CIA Regulation [redacted] (Non-CIA Training Facilities under Public Law 110). Several minor suggestions were made by the Training Liaison Officers and readily accepted by OTR. The TLO from the Office of Research and Reports, however, made suggestions for revision which amount to radical policy changes and could not be accepted by the Director of Training in view of his responsibilities under CIA Regulation [redacted]

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3. The OTR item for inclusion in the overseas Newsletter, subject: Training Aids Support from the Office of Training, was submitted to the Assistant to the DCI for inclusion in the February issue, with distribution to all Senior Representatives in the Field.

4. The basic phase of the Human Resources Program with a group of 18 Section Chiefs in FDD was begun on Tuesday. This is the final group in FDD; three groups will have been processed in this program in FDD.

5. A conference was held between the Director of Training and [redacted] of the SR Division, to agree on continuing intensive Russian language training for Junior Staff Agents. The SR Division is to be commended in this respect in that it is the first long-range training program for career officers which has been presented to the Language Services Division of OTR.

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6. As of 31 January 1953, 303 CIA personnel are enrolled in TR(G) courses and 208 in external training, making a total of 511 in training programs sponsored by the Office of Training (General).

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PE:brc  
cc: TR(G) Staff and Division Chiefs

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Director of Training

23 January 1953

Deputy Director of Training (General)

TR(G) Weekly Summary Report

1. Response to a general inquiry on Agency interest in the proposed summer seminar on Soviet Imperialism to be given by the School for Advanced International Studies has indicated that fifteen persons plan to take the course when the formal announcement is made. This course, as planned, is designed to meet requests from the Agency that Training sponsor studies on the impact of Soviet Imperialism in the world today.

2. A survey is presently underway in the Office of Training to determine the scope of area and language programs presently under consideration in 34 American universities. When the survey is completed the information will be disseminated to the offices of the Agency for planning purposes.

3. At the request of the Chief of the Personnel Recruitment Division, the Chief of the Junior Officer Training Division of OTR made a trip [redacted] to select from candidates nominated by field representatives highly qualified Junior Officers. The results were gratifying in that 12 trainees were acceptable and will be processed for the Junior Officer Training Program. As a result of this cooperative effort which merges the procurement and selection techniques it is anticipated that the procurement of desirable candidates will be accelerated in parts of the United States more distant from Washington headquarters.

4. An allotment of 16 slots at the Air Weapons Orientation Program has been received from USAF headquarters. This program which began on 12 January will last five days and is conducted at Maxwell Field, Montgomery, Alabama. Other similar courses are planned for each month during the year.

5. On 19 January the Reading Improvement Branch of the Office of Training began courses which will total 100 students from all offices of the Agency.

6. As of 23 January, 461 CIA personnel are enrolled in TR(G) courses and 223 in external training courses, making a total of 684 in courses sponsored by the Office of Training (General).

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Director of Training

16 January 1953

Deputy Director of Training (General)

TR(G) Weekly Summary Report

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1. The proposed CIA regulation on training for all new professional personnel has been coordinated with the representatives of the DDI, DDP and DDA and with Personnel. There was substantial agreement on all points of the regulation. At the regular meeting of the CIA Career Service Board, 15 January, the regulation was reviewed and approved. Plans are presently being developed for the immediate initiation of the new regulation.

2. Mr. John Bross, Chief, EE/DDP has submitted to the Office of Training a list of queries prepared by the [ ] Mission requesting detailed information pertaining to entering personnel of the Mission in military service under CIA sponsorship. A program is presently being devised by representatives of the Office of Training in collaboration with personnel from EE to meet the training requirements of the [ ] Mission.

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3. A preliminary announcement was made on 9 January concerning a series of training programs for government executives to be conducted at the Civil Defense College at Olney, Maryland. Mr. [ ] Director of the Executive Development Program, Civil Service Commission, was contacted by the Chief of the Management Training Division, Office of Training, who indicated the interest that the Agency would have in such a course. It is anticipated that the Office of Training will receive from Mr. [ ] sufficient slots for this program to meet immediate needs.

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4. The Director of Training has been authorized by the Office of the DDA to initiate a training bulletin which will be issued periodically for dissemination in the Agency and will include items of general interest and information. The first issue, now in preparation, will consist of the remarks made by the Director of Central Intelligence at the Eighth Orientation Course.

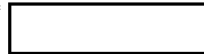
5. The Chief of the Orientation and Briefing Division will speak on the CIA Mission and Function at the Command and Staff School of the Air University in Alabama. The presentation is scheduled for 6 February. A similar presentation will be made on 16 January at the Armored School in Fort Knox.

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**CONFIDENTIAL**

6. As of 16 January, 317 CIA personnel are enrolled in TR(G) courses and 224 in external training, making a total of 541 in courses sponsored by the Office of Training (General).



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cc: TR(G) Division and Staff Chiefs

**CONFIDENTIAL**

Director of Training

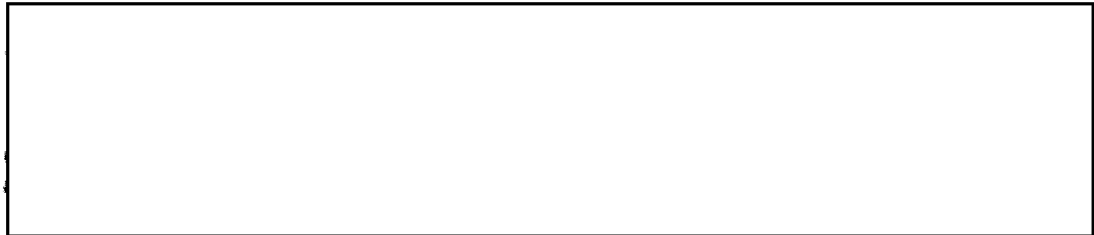
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9 January 1953

Deputy Director of Training (General)

TR(G) Weekly Summary Report

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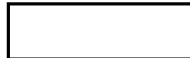
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2. Draft copies of the proposed regulation on training for new professional personnel have been given to the Executive Secretary of the CIA Career Service Board. At its meeting on 15 January the Board will consider the various proposals set forth. Coordination of the regulation with the DD/I, DD/A, and DD/P is in process.

3. A special course requested by the Chief of the Operations Intelligence Staff/FI on research methods specially designed for operational support personnel will begin on 12 January. The class will meet on Monday afternoons from two to five and will run for eight weeks. Research studies will be required of personnel in training.

4. As a result of negotiations with Air Force training personnel during the week the Office of Training has been offered five positions in an intensive course in Azerbaijani given under the auspices of the Air Force at the University of Indiana from 16 February to 15 August 1953. Chiefs of the SR and NEA divisions in FI are presently surveying their needs with the intention of availing themselves of this opportunity to obtain training in one of the rare languages.

5. As of 9 January, 213 CIA personnel are enrolled in TR(G) courses, and 203 in external training, making a total of 416 in training programs sponsored by the Office of Training (General).



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PE:brc

cc: TR(G) Division and Staff Chiefs

~~CONFIDENTIAL~~

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Director of Training

2 January 1953

Deputy Director of Training (General)

TR(G) Weekly Summary Report

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1. The Director of Training has made tentative arrangements with the School for Advanced International Studies of the Johns Hopkins University in Washington to organize and conduct a special program dealing with the theme of Soviet Imperialism - its anatomy and impact on the world. The interest of the various offices in this program is presently being sought. Registration of Agency personnel is limited and tentative nominations should be in the Office of Training by 16 January.



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3. The Dean of the Graduate School of Business Administration, Harvard University, has indicated his selection of recommended candidates to attend the Advanced Management Course. Of the two nominees from CIA, one, Mr. Lawrence Houston, was accepted and will begin his studies at Harvard in February, 1953.

4. As of 2 January, 307 CIA personnel are enrolled in TR(G) courses, and 199 in external training, making a total of 506 in training programs sponsored by the Office of Training (General).



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TR(G) Division and Staff Chiefs

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SECURITY INFORMATION

*July - TR(G)*

*Office Memorandum* • UNITED STATES GOVERNMENT

**CONFIDENTIAL**

TO : Director of Training  
FROM : Deputy Director of Training (General)  
SUBJECT: TR(G) Weekly Summary Report

DATE: 5 December 1952

*Mr Laurence Houston Her Council*  
ORR

1. At a Selection Board meeting on 2 December under the chairmanship of the Director of Training, ~~two candidates from the Agency~~ were selected to attend the Advanced Management Course given at Harvard University. The Chief of the Programs Division was sent to Harvard during the week for the purpose of obtaining two definite slots for Agency candidates. Dr. Harvey P. Bishop, Assistant Dean of the Graduate School of Business Administration, stated that he would be willing to reserve two slots on a continuing basis for CIA personnel if performance of our first few candidates ~~were~~ satisfactory. Until then, he recommended that CIA personnel enter the course on a competitive basis. He further indicated that at the end of the next academic session, he plans to revise the allotment of all slots on the basis of performance of students sent by sponsoring organizations; at that time, CIA may be granted the two slots desired.

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2. On 28 November, the Chief of the Programs Division represented the Office of Training in a meeting of the Subcommittee on Language and Area Specialists convened at the Foreign Service Institute. Other representatives present were from the Civil Service Commission and Departments of State and Defense. During the meeting, each member was presented with proposed criteria for summarizing government requirements for language and area specialists. Each representative was asked to obtain the views of his respective agency or department on the feasibility of using these criteria for conducting a survey. It is expected that these reports will be completed in a period of sixty days.

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4. A combined total of 181 students is presently enrolled in the Language Training Center.

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5. As of 5 December, 381 CIA personnel are enrolled in TR(G) courses, and 226 in external training, making a total of 607 in training programs sponsored by the Office of Training (General).

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**CONFIDENTIAL**

Director of Training

19 December 1952

Deputy Director of Training (General)

TR(G) Weekly Summary Report

1. Requests for nominations for the Naval Intelligence School and the Intelligence Staff Officer School, convening on 6 January 1953 and 19 January 1953, respectively, were sent to the Training Liaison Officers of the various offices on 16 October 1952. To date only one application for each course has been received. It is felt that these courses have considerable value to the personnel of the Agency and greater advantage should be taken of them. If the various offices are unable to spare the personnel for these training programs, it may be necessary for the Director of Training to withdraw CIA's current quotas in these courses.

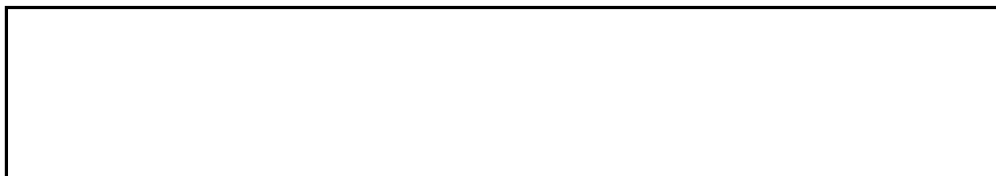
2. As of 19 December, 372 CIA personnel are enrolled in TR(G) courses, and 257 in external training, making a total of 629 in training programs sponsored by the Office of Training (General).



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PE:brc

cc: TR(G) Staff and Division Chiefs



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Security Information

Director of Training

12 December 1952

Deputy Director of Training (General)

TR(G) Weekly Summary Report

1. Appropriate representatives from the Office of Training are presently reviewing the curriculum of the proposed six-weeks Basic Intelligence Course in the light of comments and recommendations received from the various Offices of the Agency. Following the completion of this task the new curriculum will be sent to the Training Liaison Officers for coordination within their own Offices. Discussions will be held as required and the program finalized by 15 January.

2. A meeting was held on 5 December with the Deputy Chief, NE/FI, and representatives of the Office of Training to finalize a request from NE/FI to develop training courses at the [redacted]

[redacted] This program will be initiated through Georgetown University and will provide a secure method for training Agency personnel in the Arabic language and in area studies pertaining to the Near East.

3. The Medical Office has requested that the Office of Training set up a program of management training for supervisory personnel. This program is to begin in January.

4. As of 12 December, 470 CIA personnel are enrolled in TR(G) courses, and 250 in external training, making a total of 720 in training programs sponsored by the Office of Training (General).

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cc: TR(G) Staff and Division Chiefs

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Director of Training

**CONFIDENTIAL**

28 November 1952

Deputy Director of Training (General)

TR(G) Weekly Summary Report

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2. Representatives of the Office of Training and those of interested IAC agencies attended a meeting called by the AD/IC on the subject of language reference materials. It was concluded that a survey would be initiated to determine the nature and scope of contracts already made for the acquisition of language reference materials by CIA and other interested government agencies. This information, when obtained, is to be carefully studied and the determination made as to the future needs and the extent to which these needs may be beneficial to all agencies. This plan will eliminate duplication and will make available to other government departments and agencies all language materials produced.

3. The Office of Training has made arrangements with the Civil Service Commission for the entrance of CIA personnel between the grades GS-9 and GS-12 into the Career Development Program for Administrative Officers. This program will begin in February 1953 and run for five months. The training will consist of orientation study programs on the basis of career objectives, public administration, preparation of research reports, and seminars.

4. At the request of the CIA Medical Office an expanded training program is being planned whereby representatives of that Office will obtain essential visual aids for furthering its own technical training programs, management training, and appropriate portions of other training courses which will give to Medical people the essential background in the USSR and certain techniques required for medical support activities in the field.

5. As of 28 November, 469 CIA personnel are enrolled in TR(G) courses and 234 in external training, making a total of 703 in training programs sponsored by the Office of Training (General).

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cc: TR(G) Division and Staff Chiefs

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TR(G)

Director of Training

21 November 1952

Deputy Director of Training (General)

TR(G) Weekly Summary Report

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1. The President of the United States spoke on the last day of the 8th Orientation Course, which was concluded on 21 November 1952. The President emphasized the continuing need for comprehensive intelligence coverage so that the Chief Executive and his appropriate cabinet members may have all the essential information on which to base important national and international decisions. He stressed the significance of those decisions in that the United States today is the recognized leader of the free world, "a responsibility we have acquired but did not seek."

In addition, he urged that CIA give to his successor, General Eisenhower, the same kind of support that the Executive Office has received since the formation of the Central Intelligence Agency.

2. For thirty minutes before the President arrived at the Agriculture Auditorium, General Smith spoke briefly on the increasing importance of CIA to the policy-making efforts of our Government. He answered numerous questions, from the acquisition of a permanent building for CIA to the need for sound training practices so as to assure in the Agency the development of an effective career service program.

3. At the request of [redacted] Deputy Assistant Director for Current Intelligence, arrangements are being made whereby Junior Officer Trainees in the Office of Training will participate in the Watch Officer detail in OCI.

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4. The Reading Improvement Branch is currently giving instruction to 86 students each day, including two special classes requested by the staffs under the DD/P.

5. The first CIA Human Resources Program conducted by the Chief of the Management Training Division was completed during the week in the Office of Collection and Dissemination. There were fourteen division and staff chiefs represented.

6. A combined total of 181 students is presently enrolled in introductory and self-study courses in the Language Training Center, and the laboratory was used for a total of 429 student hours during the week.

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**CONFIDENTIAL**

7. As of 21 November, 936 CIA personnel are enrolled in TR(O) courses (including 503 attending the 8th CIA Orientation course), and 244 in external training, making a total of 1180 in training programs sponsored by the Office of Training (General).



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cc - Staff and Division Chiefs, SA(O)

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Director of Training

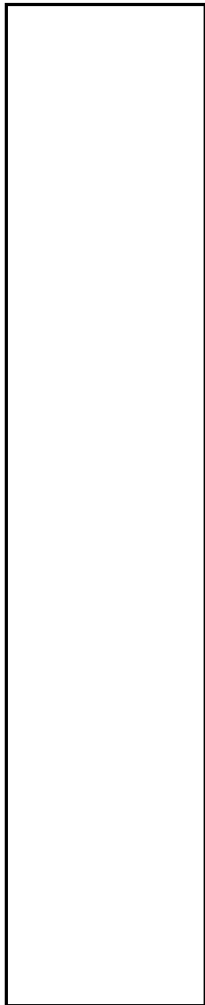
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14 November 1952

Deputy Director of Training (General)

TR(G) Weekly Summary Report

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1. The Chief of the Management Training Division began the CIA Human Resources Program in OCD on 10 November with a group of 14 division chiefs, deputy chiefs, and staff personnel. The response to the program was excellent and group meetings will be conducted during the next week.

2. The announcement of a new training program on Advanced Management to be conducted at the Harvard University Graduate School of Business Administration will presently go to the offices of the Agency. The program will cover business policies, administrative practices, business in the American society, cost and financial administration, marketing and management, and problems in labor relations. The program will last three months, beginning 25 February 1953. Personnel GS-15 and above will be considered for the program.

3. The Chief of the Orientation and Briefing Division was invited on 7 November to speak at the Counter Intelligence Corps School, Fort Holabird, on the subject of "Interpreting the National Intelligence Mission."

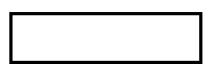
4. Surveys are presently being conducted by the Office of Training staff on unusual language courses offered in one hundred American universities, Far Eastern area and language courses offered in the Washington, College Park, and Baltimore areas, and current programs in American universities dealing with [redacted]. These surveys will be made available by the Chief of the Programs Division to the offices of the Agency for planning purposes.

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5. A combined total of 144 students is presently enrolled in the introductory and self-study courses in the Language Training Center. During the week the Language Laboratory was used for a total of 492 student hours.

6. As of 14 November, 369 CIA personnel are enrolled in TR(G) courses within the Agency and 234 CIA personnel are enrolled in external training programs, making a total of 603 CIA personnel in TR(G) courses.

cc: TR(G) Staff and Division Chiefs  
FE:brc



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Security Information

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Director of Training

7 November 1952

Deputy Director of Training (General)

TR(G) Weekly Summary Report

1. The Basic Intelligence Course of six weeks is in process of review in preparation for training new professional personnel coming into the Agency. Consultations have been held by the Director of Training with appropriate Assistant Directors in order to obtain their views, recommendations, and training requirements.

2. The first Rapid Reading Retention Program is scheduled for the first week in December. The Reading Improvement Branch has divided the backlog of over 500 requests into four parts - Junior Officer Trainees, personnel from the Offices of the DD/1 and DD/A, personnel from the Offices and Staffs of the DD/P, and provisionally-cleared people. This will be a continuous program available to employees six weeks, six months, and a year after their initial rapid reading training.

3. Plans have been completed to begin the CIA Human Resources Program for five groups of supervisors in OGD beginning on 10 November.

4. The Chief, Orientation and Briefing Division has been requested by the Inspection and Security Office to give a special presentation on the inter-relations between security and the functions of the Agency for a group of investigators.

5. A combined total of 201 students is presently enrolled in the introductory and self-study courses in the Language Training Center. In addition, the Laboratory was used for a total of 773 student hours during the week.

6. As of 7 November, 289 CIA personnel are enrolled in TR(G) courses within the Agency and 221 CIA personnel are enrolled in external training programs, making a total of 510 CIA personnel in TR(G) courses.

cc: TR(G) Staff and Division Chiefs

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TR(G)

**CONFIDENTIAL**

Director of Training

17 October 1952

Deputy Director of Training (General)

TR(G) Weekly Summary Report

1. At the request of representatives from OCD the Chief of the Programs Division [redacted] is exploring training possibilities in certain government and non-government installations for possible opportunities for training CIA personnel in technical fields. Some of the government installations under consideration are: Naval Powder Plant, Naval Gun Factory, Naval Instrument Plant, and the Army Frankfurt Arsenal in Pennsylvania. When this survey of training opportunities is completed the results will be made known to interested representatives in OCD and other Offices in the Agency desiring opportunities to increase the technical and scientific knowledge of their personnel.

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2. During the week ending 17 October, [redacted] from the Medical Office set forth to the Office of Training long-range proposals providing for additional training for medical personnel in a wide variety of highly specialized medical fields.

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3. Two members of the Board of National Estimates (General Harold R. Bull and Mr. James C. Cooley) were briefed by the Chief of the Orientation and Briefing Division [redacted] on the mission and coordinating functions of CIA.

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4. An experimental class for trainees in OTS and ORR in scientific German reading was begun on 15 October. The class is open to others in the Agency who may need a scientific knowledge of German.

5. A combined total of 189 students is presently enrolled in introductory and self-study courses in the Language Training Center. In addition, the Language Laboratory was used for a total of 624 student hours during the week.

6. Eleven groups of supervisors, approximately 225 people in the DD/P Offices, have been given instruction on the use of the Personnel Evaluation Report.

7. As of 17 October, 448 CIA personnel are enrolled in TR(G) courses within the Agency and 236 CIA personnel are enrolled in external training programs, making a total of 684 CIA personnel in TR(G) courses.

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TR(G)

Security Information

**CONFIDENTIAL**

Director of Training

10 October 1952

Deputy Director of Training (General)

TR(G) Weekly Summary Report

1. The Deputy Chief of the China Branch, ODV/DRP, State Department, discussed with the Chief, Programs Division [redacted] possible CIA interest in sending individuals to participate in a State Department training course, designed to give clerical personnel some substantive appreciation for materials with which they are dealing daily, and to contribute to morale of clerical personnel who are frequently neglected in substantive programs. This course will concentrate on the development of Chinese culture and other related subjects pertaining to the Far East and will meet two hours a week over a period of thirty weeks.

2. A memorandum forwarded by the Acting Chief, Foreign Intelligence [redacted] requests the Office of Training to organize a seminar on research methods designed for intelligence analysts who are already engaged in research but who need further instruction in techniques. Some twelve students are presently awaiting the development of the course which according to a preliminary prospectus will run for fourteen weeks. The trainees will be expected to produce research papers in a wide variety of fields which answer operational needs of the Offices under DD/P.

3. At the request of Far East Division, Foreign Intelligence, an introductory course in Mandarin Chinese for six students was started on 8 October and an introductory course on the Burmese language was begun on 7 October for five students.

4. A combined total of 188 students is presently enrolled in introductory and self-study courses in the Language Training Center and 22 requests for language training outside the Agency were approved during the week.

5. As of 10 October 1952, 552 persons are enrolled in TR(G) training courses.

FE:brg

cc: TR(G) Staff & Division Chiefs

Security Information

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Security Information

Director of Training

3 October 1952

Deputy Director of Training (General)

TR(G) Weekly Summary Report

1. Six Agency personnel have been enrolled in the Near East Language and Area Program at the Foreign Service Institute which began on 1 October 1952 and will end approximately 31 March 1954. Following a period of approximately six months of intensive language study in Arabic and area studies in the

2. The Office of Training has been approached by the Chief of Linguistic Research in AFSA to participate in an inter-departmental committee on language reference materials. The main functions of the committee will be to effect coordination of effort, economy, and set up priorities for the production of needed materials among interested agencies in the government.

3. During the week ending 3 October the Office of Training has received and made recommendations for approval of 23 requests for external training in various parts of the United States.

4. A special full-time Russian Language and Area Program was started on 29 September at the Institute of Languages and Linguistics, Georgetown University, sponsored by the Office of Training. Six Agency career personnel are presently enrolled.

5. A new State Department class in reading improvement was begun on 29 September with sixteen senior personnel presently enrolled. The Reading Improvement Laboratory currently has  CIA students each day.

6. During the week ending 3 October 161 students are enrolled in the introductory and self-study courses in the Language Training Center. In addition, the laboratory was used for a total of 444 student hours during the week.

7. As of 3 October 1952, 616 personnel are enrolled in TR(G) training courses.

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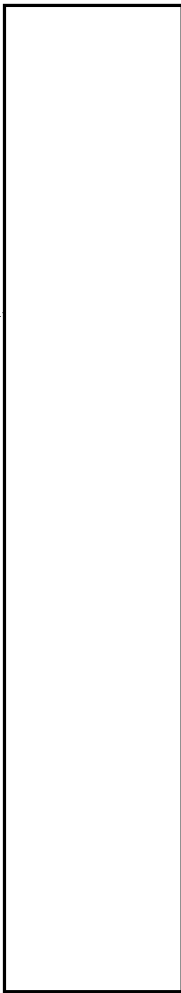
Director of Training

26 September 1952

Deputy Director of Training (General)

Weekly Summary Report

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2. The Office of Communications placed a request with the Chief, Orientation and Briefing Division [redacted] to present a special briefing for Communications personnel dealing with the mission of the Agency as pertains to the specialized work of the Communications Office. The briefing was held at the [redacted]

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3. The Chief of the Orientation and Briefing Division held a briefing for the area specialists in the Western European Division, F.I. The subject dealt with the recent trip to Europe of [redacted] Material covered had to do with certain operational observations made by [redacted] during his recent tour.

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4. The Office of Operations has requested the Chief of the Orientation and Briefing Division to permit 17 junior field officers to attend the Indoctrination Program on 6 October.

5. During the week 75 students have enrolled in the Office of Training Reading Improvement Laboratory. Of this number, 16 students are from the Department of State.

6. An initial briefing meeting for all Evaluations Officers in the DDP offices was held on Wednesday. This meeting inaugurated the training program for all supervisors in the DDP offices in the use of the Personnel Evaluation Report. Training meetings for groups of supervisors in these offices will commence on Monday, 29 September, and should be completed well before the end of October.

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7. By the end of this week, the training of supervisors in the use of the Personnel Evaluation Report will have been completed in the DDI, DDA, and Communications offices.

8. Plans for training supervisors overseas in the use of the Personnel Evaluation Report are now being considered. Basic policy regarding the evaluation program overseas is presently being worked out by the Personnel Division (Covert) and by representatives in [ ] office.

9. During the week ending 26 September, 46 requests for language training outside the Agency were approved. In addition, a combined total of 142 students is presently enrolled in the introductory and self-study courses in the Office of Training Language Center and the Laboratory was used for a total of 309 student hours.

10. As of 26 September, 481 personnel are enrolled in TR(G) training courses.

[ ]

cc - TR(G) Division and Staff Chiefs

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19 September 1952

Director of Training

Deputy Director of Training (General)

TR(G) Weekly Summary Report

1. Approval was given during the week ending 19 September for five external training requests in four American universities [redacted]. Three other requests are awaiting final disposition pending the receipt of additional information and justification from the sponsoring office.

2. The fifth course of the Intelligence School opened on 16 September with twenty-one trainees enrolled. Six of the trainees are newly recruited junior professionals and fifteen are from the various Offices of the Agency.

3. The Reading Improvement Laboratory currently has seventy-eight students in attendance each day. Among those in the courses are six State Department personnel, seventeen from the covert offices, and the remainder from the other offices in the Agency.

4. Training in the use of the Personnel Evaluation Report has been given to twelve groups of supervisors by the Chief of the Management Training Division [redacted] and his staff. The Offices covered have been ONE, Procurement, Personnel, Medical, General Counsel, and Office of Operations. In addition, training in the use of the Personnel Evaluation Report has been requested for supervisors in the DD/P offices. The initial briefing is scheduled for 24 September.

5. At the request of the Air Command and Staff School at the Air University, Maxwell Field, Montgomery, Alabama, the Chief of the Orientation and Briefing Division [redacted] lectured on the mission and functions of the Central Intelligence Agency on 11 September.

6. Mr. Ralph Miller, Training Officer of the School of Diplomatic and Consular Practice, Foreign Service Institute, requested that the Chief of the Orientation and Briefing Division conduct a series of intelligence lectures on 2 and 3 October.

7. Chief of the Language Services Division [redacted] has made arrangements for the teaching of Scientific Russian reading and advanced Scientific Russian reading at the Institute of Languages and Linguistics, Georgetown University. There are presently five students in the first course and three in the advanced.

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8. During the week, twenty-six requests for language training outside the Agency were approved. In addition, a combined total of 160 students is presently enrolled in introductory and self-study courses in the Language Training Center of the Office of Training. In addition, the Laboratory was used for a total of 350 student hours during the week.

9. As of 19 September, 449 CIA personnel are enrolled in TRG training courses.

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Director of Training

12 September 1952

Deputy Director of Training (General)

Weekly Summary Report

1. The first group of university liaison consultant contacts arrived during the week for indoctrination and briefing. In the course of their stay, which ended 12 September, they met the DDCI, the DDI, and other distinguished members of the Agency for a 45-minute informal discussion on their activities. Those in attendance were: Dr. Alfred Bellinger from Yale; Miss Cecilia M. Kenyon, Associate Professor of Government, Smith College; Dr. Norman A. Holden, Associate Secretary, Yale University; Dr. LeRoy S. Luberg, Vice President, Academic Affairs, University of Wisconsin; and Dr. Franklin H. Williams, Associate Dean, Fletcher School of Law and Diplomacy. This group, and others who will be attending later, will assist the Office of Personnel in its recruitment program and will aid the Office of Training in the selection of its Junior Officer Trainees.

2. A proposal to establish a "National Security Lecture Series" has been drafted and will be forwarded by the Director of Training to the DDP, DDI, and DDA for comment. It is envisioned that this program will be broad in scope and substance and will be similar to the lecture program conducted by the National War College and the Industrial College of the Armed Forces. A series of fifty-six lectures is planned and will be presented by distinguished men in and out of Government.

3. The Selection Board of the Office of Training met on 10 September to review the qualifications of six applicants for the Near East Language and Area Program. Four of those nominated were acceptable to the Selection Board, one was provisionally recommended pending a further evaluation of his linguistic aptitude, and one was rejected because of inadequate academic and linguistic background. It is anticipated that all of the six slots available to this Agency in this program, which comes under the administration of the Foreign Service Institute, State Department, will be filled.

4. Of the twelve Junior Officers graduated from the Fourth Intelligence School Course, seven have been placed in the Offices of the DDI, three have been given special assignments; and two are still in process of placement.

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6. A special presentation was given by the Chief of the Orientation and Briefing Division [redacted] in the DCI's conference room to Air Force Officers on the subject "The National Intelligence Estimate."

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7. During the past week the Chief of the Management Training Division [redacted] and his staff completed fourteen presentations in training supervisors in the use of the Personnel Evaluation Report. The following offices have been covered: DCI, OHR, OSI, IASO, OIC, and the Comptroller.

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8. The planning for the Personnel Evaluations Report program in overseas establishments is in process in [redacted] office in collaboration with representatives from Covert Personnel. While the Office of Training is participating in all of the developmental plans, it will not assume any definite responsibility for a training program for overseas personnel until specific directives have been issued outlining the role of the Office of Training in such a program.

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9. A conference was held by the Chief of the Language Services Division [redacted] with a group of specialists from the Armed Forces Security Agency interested in language training methodology.

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10. A group of fifteen students was placed in training in four languages at the Georgetown Institute of Languages and Linguistics. In addition, arrangements were completed for five Agency students to participate in a one-year intensive language course in Indonesian at Yale University.

11. A combined total of 160 students is presently enrolled in introductory and self-study courses in the Language Training Center. In addition, the Language Laboratory was used for a total of 430 student hours during the preceding week.

12. As of 12 September, 361 CIA personnel are enrolled in TRG training courses.

[redacted]

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Director of Training

5 September 1952

Deputy Director of Training (General)

TR(G) Weekly Summary Report

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1. A two-day assessment of twelve graduates of the Fourth Intelligence School was conducted by [redacted] and his staff of psychologists. The findings were of such importance in the evaluation of the capacities, attitudes and attributes of the trainees, and so valuable to interested substantive Offices, that the procedure will henceforth be a permanent part of the Junior Officer Training Program.

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2. The DD/P and DD/I have been requested by the Director of Training to appoint qualified Near East specialists to sit on a selection board to review the qualifications of the many applicants for the Near East Language and Area Program.

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[redacted]

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4. [redacted] Chief of the Management Training Division, completed during the week eight training sessions for supervisors in OCD, OO and the Office of Communications.

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5. [redacted] on the staff of the DD/P, has requested that the Director of Training develop a training program designed to meet the needs of his operational support people. A program is being devised along seminar lines and will be concerned with pertinent areas of the world and with research techniques.

6. Scheduling has begun for new basic language programs in German, Spanish, French, Italian, Dutch, Afrikaans and Russian.

7. A combined total of 152 students is presently enrolled in the introductory and self-study courses in the Language Training Center. In addition, the Language Laboratory was used for a total of 441 student hours in the preceding week.

8. As of 5 September, 491 CIA personnel are enrolled in TRG training courses.

[redacted]

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Director of Training

29 August 1952

Deputy Director of Training (General)

TR(G) Weekly Summary Report

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2. The Russian Language Area Program sponsored by the Office of Training at the Georgetown Institute of Languages and Linguistics has to date six enrollees.

3. A combined total of 139 students is presently enrolled in the introductory and self-study courses in the Language Training Center of the Office of Training. In addition the Laboratory was used for a total of 421 student hours during the preceding week.

4. The fourth Junior Officer Training Program ended on 22 August and final evaluations have been submitted to the Chief of the Junior Officer Training Division [redacted]. The twenty-seven students trained received the following grades: excellent - 13; satisfactory - 10; poor - 4. Those among the trainees yet unassigned to an office will have interviews during the coming week to determine their future positions and work in the Agency.

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5. The Summer Seminar Program was concluded by Professor Francis M. Boddy of the University of Minnesota. The subject was "Economic Planning in the Soviet". There was a capacity registration for this seminar with an estimated forty additional applicants turned down because of the lack of space. The need for such programs in the Agency has become evident by the response received in each program.

6. Arrangements have been made for the third in a series of bi-weekly presentations conducted by the Assistant Deputy (Administration) for Security on "Security Problems Affecting Covert

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Offices." This presentation will take place on 3 September with Colonel Sheffield Edwards speaking.

7. Arrangements have been completed for the second State Department reading improvement class scheduled for 29 September. The number to be enrolled in this class has not yet been determined.

8. At the request of the Assistant Director for the Office of Intelligence Coordination special tutorial reading improvement classes have been arranged for him and designated members of his staff.

9. At the request of the Office of Operations a reading improvement course for the Contact Division has been scheduled for 2 September.

10. Plans are being completed for a series of approximately sixty lecture programs on national security subjects conducted by men of distinction in and out of government. It is anticipated that this program will get under way as soon as the speakers can be obtained. This lecture series is designed to meet the needs of Agency personnel who because of grade or work load have been unable to attend lectures at the National War College and other defense schools.

11. Arrangements have been made for a Clerical Orientation Program scheduled to begin on 22 September. A one-day orientation program for clerks and two days for stenographers and typists are planned.

12. As of 29 August, 433 CIA personnel are enrolled in TR(O) training courses.



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22 August 1952

Director of Training

Deputy Director of Training (General)

TR(G) Weekly Summary Report

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1. Drafts have been completed for the adoption of the Basic Intelligence Course into two six-week periods. The first six weeks will emphasize principles and will be required for all new professional employees. The second will stress methods and will be required for new professional personnel to be employed by the Offices under the DD/I and will be optional for those entering DD/A and DD/P positions.

2. A decision has been reached between the Office of Training and the Near Eastern Division in SO on the planning of activities and provision of facilities for the covert training of thirty individuals. The period of instruction will be two years and will include intensive language and area studies conducted in the United States and abroad.

3. A new course requested by OPC entitled "Seminar and International Labor Relations" has been outlined by Dean Philip Thayer of the School for Advanced International Studies. This course is to run for four weeks and is to cover intensively labor problems and relations in friendly and potential enemy countries.

4. The second of three scheduled seminars on the USSR was conducted by Professor Arthur Adams on the topic "The Role of the Peasant in the Soviet System." The third and last seminar will be conducted by Professor Francis Bodde, Professor of Economics, University of Minnesota, on August 25. The subject will be "Economic Planning in the Soviet." Two special sessions on USSR political and economic problems have been held by Professor Waldemar Gurian with representatives of the Office of Current Intelligence.

5. The second in a series of bi-weekly presentations was sponsored by the Office of Procurement and Supply. Mr. James Garrison and a member of his staff presented in some detail the peculiar and technical problems relating to the services his office can render to the offices in the Agency.

6. A decision was reached during the week in the Office of Training to make facilities available to OSI for their scientific conference with [redacted] scheduled for 15 September. Approximately sixty specialists will be in attendance.

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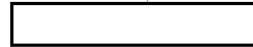
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7. A combined total of 130 students is presently enrolled in the introductory and self-study courses in the Language Training Center. During the week the Language Laboratory was used for a total of 421 student hours.

8. As of 22 August, 426 CIA personnel are enrolled in the TR(O) training courses.



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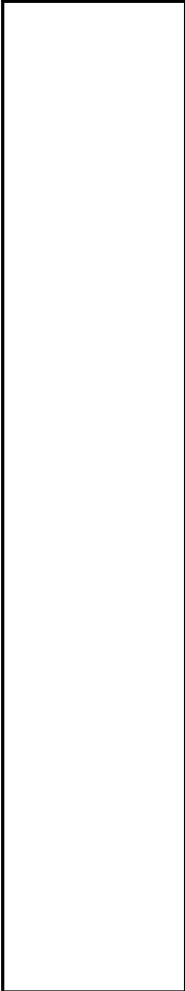
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18 August 1952

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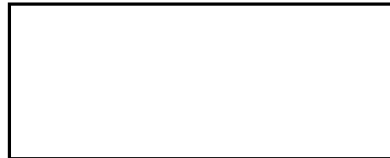


**MEMORANDUM FOR:** Staff and Division Chiefs, TR(G)

**SUBJECT :** Suggested Terms of Reference for the Weekly Progress Report

1. The topics below represent a guide in the preparation of the weekly progress report. The deadlines set forth in my memo of 12 August remain unchanged.

- I. Outstanding achievements of the week
- II. Important developmental plans
- III. Contributions by TR(G), including individual presentations, to intelligence efforts in the Departments and Agencies of the Government
- IV. Contributions by other intelligence agencies or individuals to OTR programs
- V. Requests for special training and facilities made by the Offices of the DD/P, DD/I, DD/A and any training requests from outside CIA.



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Deputy Director of Training (General)

*Copies distributed  
to Staff + Div. Chiefs TR(G)  
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12 August 1952

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MEMORANDUM FOR: Staff and Division Chiefs, TR(G)

SUBJECT : Weekly Summary Reports

1. The Weekly Summary Reports are due in this Office in completed form by 2 P. M. on Thursdays. This extends by two hours the previous deadline of 12 Noon, so that Divisions in buildings other than "I" may allow for delivery time.

2. It is essential that you comply with this requirement, so that this Office may meet its deadline time of 10 A. M. on Fridays.

[Redacted Signature]

Deputy Director of Training (G)

*Copies sent to  
all Staff + Division  
Chiefs, TR(G).*

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*12 Aug 52*

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TR(G)

Director of Training

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8 August 1952

Deputy Director of Training (General)

TR(G) Weekly Summary Report

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1. The new CIA Presentations Program consisting of high-level presentations by top men of the various Offices of the Agency to a select audience composed primarily of division and branch chiefs was launched on Wednesday, 6 August, with Colonel Sheffield Edwards, Assistant Deputy (Administration) for Security as the first speaker.

2. The current course of the CIA Intelligence School has completed its fourth week. Guest speakers for the week were Dr. Horace Craig, who talked on the Psychological Strategy Board and intelligence support for its mission, and Mr. Harvey, substituting for Mr. Kirkpatrick, who spoke on the activities directed by the DD/P.

3. CIA Regulation [ ] re Agency briefing of outgoing Service Attaches has been revised, coordinated and approved by AD/IC, and forwarded to Organization and Methods for promulgation.

4. A request to obtain bibliographies, texts, and other teaching aids on elementary and intermediate Chinese language courses from selected universities has been submitted to the Contacts Division, OO. The materials are to be available to the Office of Training by 1 September.

5. It has been recommended by this Office that 10,000 copies of YOUR PERSONNEL EVALUATION REPORT, an instructional guide in the use of the Personnel Evaluation Report, be reproduced in leaflet form, and that 1,000 copies be mimeographed for immediate use in getting the training program for the Personnel Evaluation Report underway.

6. A combined total of 123 students is presently enrolled in introductory and self-study courses in the Language Training Center. The Laboratory was used for a total of 335 student hours during the week.

7. Tape recordings are being made in Advanced Portuguese and Advanced Turkish in preparation of the fall self-study course. Material is being prepared for tape recordings in Beginning Roumanian.

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8. As of 6 August 1952, 442 CIA personnel are enrolled in training courses sponsored by the Office of Training (General).



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Director of Training

1 August 1952

Deputy Director of Training (General)

TR(G) Weekly Summary Report

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1. [ ] Training Liaison Officer of the Office of Operations has proposed the establishment of a laboratory in [ ] for the purpose of giving reading improvement courses to approximately eighty employees. Present space and facilities will not permit the acceptance of so many trainees in a single class. It is proposed, therefore, that the Chief of the Reading Improvement Branch accept only twenty trainees at one time. This proposal was concurred in by O/O.

2. A meeting is presently planned with Dean Phillip Thayer of SAIS to discuss the content and scope of the Seminar on International Labor Relations. A survey is presently being made to determine the needs and requirements of those who may be participating in such a course.

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3. [ ] the Acting Chief, Training Branch, Office of Communications, has proposed that he be authorized to use correspondence courses for the training of Communications personnel in certain subjects. The Budget Analyst of the Communications Office is exploring the possibility of transferring to the Office of Training sufficient funds to cover the cost of the proposed program.

4. Arrangements for beginning the first CIA Human Resources Program Course in ORR are completed. The first course will include the AD, his staff and division chiefs and will be held on August 6, 7, 8, 11, 12, and 13.

5. An experimental ten-hour course for clerical employees scheduled to go directly to their Offices with no orientation or training has recently been conducted. It is believed that such a course given on the job is the most functional kind of training which can be given in a short time.

6. Dissolution of the Unclassified Training Group "A" program is planned for 15 August. Trainees who may require instruction previous to their final security clearance will be handled on a tailor-made basis by the Office of Training. Close coordination with the various Offices requiring such training will be maintained so that proper guidance can be given.

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7. A combined total of 113 students is presently enrolled in the introductory and self-study courses in the Language Training Center. During the week the Language Laboratory was used for a total of 349 student hours.

8. Personnel enrolled in the various courses and programs in the Office of Training (General) reached 425 during the week ending 1 August.



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Director of Training

25 July 1952

Deputy Director of Training (General)

Weekly Summary Report

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2. A fifteen-minute presentation of the CIA Human Resources Program was given by [redacted] to the AD's in the DDI's staff meeting on 22 July. The presentation was well-received, especially by ORR, OCD, and OSI. The AD/RR requested that this program be instituted in his Office as soon as possible and that the first group should consist of the AD himself, his staff and division chiefs.

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3. Mr. Morris Allan of the Management Staff, Department of State, requested that he be permitted to attend the Reading Laboratory Course which began on 21 July. Mr. Allan indicated his desire to study our techniques and procedures for the purpose of setting up in the Department a similar Reading Laboratory Course. Five other State Department employees are also attending the course.

4. Arrangements have been completed for [redacted] to participate in discussions at Lowry Air Force Base, Denver, Colorado, from 31 July to 1 August inclusive. It is hoped that arrangements can be made for the inclusion of certain CIA speakers in the revised Air Force Intelligence Course.

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5. The draft of a proposed charter for a permanent inter-departmental committee on foreign language reference materials has been coordinated with Mr. Sollenberger of the State Department. A meeting is planned between [redacted] Chief, Linguistic Research Division, AFSA, and [redacted] to take place next week before referring the proposed charter to [redacted] who will enter on duty 4 August.

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6. A combined total of 109 students is presently enrolled in the introductory and self-study courses in the Language Training Center. In addition, the Laboratory was used for a total of 340 student hours during the week.

7. During the week ending 25 July, 429 personnel are enrolled in the various training courses and programs in the Office of Training (General).



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18 July 1952

Director of Training

Deputy Director of Training (General)

TR(G) Weekly Summary Report

1. The fourth CIA Intelligence School course convened on 15 July with twenty-nine trainees enrolled. This is the first of the newly designed six-week course which will be full-time intelligence with no foreign language training. This replaces the former fourteen-week course which included half-time Russian language training. Of the twenty-nine enrolled, twenty-three are new Professional Trainees and six are professionals from other Agency Offices. These six mark the first step towards the goal of assigning all new incoming Agency professional personnel to the Intelligence School prior to permanent detail to their Offices.

2. On 14 July the Summer Area Program on South East Asia began. This program comprises lecture-seminars of two hours daily to 11 August. It covers Colonialism and Nationalism, Post-war Economy, Cultural and Social Factors, Geographic Factors, and Buddhist Political Thought. The program is organized and administered by the School of Advanced International Studies. It is being conducted by four eminent authorities in the field:  Attendance averages twenty-nine, with auditors admitted in addition.

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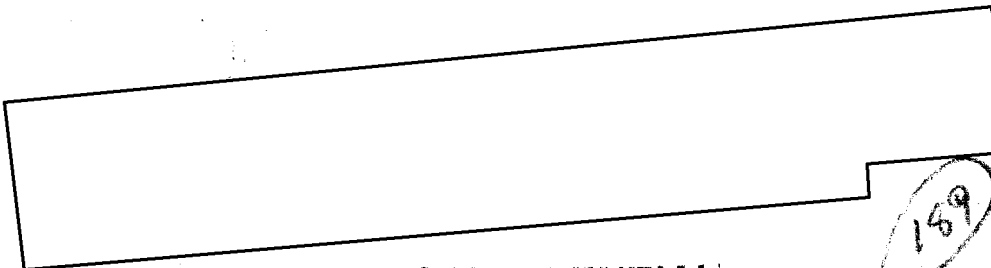


4. Ninety-two new employees attended this week's Intelligence Indoctrination program.

5. As of 18 July, 421 CIA personnel are enrolled in training courses and programs under the jurisdiction of Office of Training (General).



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Director of Training

11 July 1952

Deputy Director of Training (General)

TR(G) Weekly Summary

1. In compliance with CIA Regulation Number  Office of Training conducted the Seventh Agency Orientation Course during July 8-11 inclusive. Approximately 525 CIA personnel attended. Distinguished speakers included Secretary of the Navy Dan A. Kimball.

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2. On 7 July the Summer Area Program on the Soviet Area began. This eight-week program comprises lecture-seminars of two hours each, five days a week, with one and two periods on alternate days. It is one of several summer programs to be conducted by specialists brought in on consultant or contract basis. Attendance this week averaged 60, but auditors are admitted in addition.

3. Eighty-one new employees attended this week's Intelligence Indoctrination program.

4. As of 11 July, 361 CIA personnel are enrolled in training courses and programs under the jurisdiction of Office of Training (General).

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Director of Training

3 July 1952

Deputy Director of Training (General)

TR(G) Weekly Summary Report

1. As a result of Agency policy strictly limiting the input of professional personnel in a provisionally cleared status, Unclassified Training Group "A", which uses only unclassified material in training, and has been operating on a formal six-week schedule, is now accepting students at any time and releasing them upon receipt of clearance, regardless of whether or not a six-week training period has been completed.

2. Chief, Orientation and Briefing Division presented a special Intelligence Indoctrination program for fifty-five persons of Office of Communications.

3. Chief, Language Services Division presented a paper "Language In Our World" as part of a "Workshop In Worldmindedness" being conducted at Rutgers University.

4. Eighty-one new employees attended this week's Intelligence Indoctrination program.

5. As of 3 July, 264 CIA personnel are enrolled in training courses and programs under the jurisdiction of Office of Training (General).



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Director of Training

27 June 1952

Deputy Director of Training (General)

TR(G) Weekly Summary Report

1. Effective 1 July the Office of Training (General) is reorganized as follows:

(1) CIA Intelligence School has been strengthened by taking command control of both Unclassified Training Group "A" and the Reading Improvement Laboratory, as well as by staff expansion. This is to meet the requirements of new policy aimed at assignment of all incoming non-covert personnel to the CIA Intelligence School, which will conduct more frequent, more intensive courses and will control lecture and other support to the Unclassified Training Group "A".

(2) A new Management Training Division replaces the General Training Division. This new division will handle executive, administrative, supervisory and clerical training. Its creation is intended to meet the growing demand for training in these areas as a result both of approval of the Career Service Program and an increasing recognition of the importance of these areas of training.

(3) The former External Training Program Staff is replaced by two new divisions:

a. Junior Officer Training Division - to operate long-range training programs for select junior professionals

b. Programs Division - to lay on, control, and conduct, if appropriate, training programs in various areas of the world, in area-language, and in technological, scientific, and other specialized fields.

2. Fifty-two new personnel attended this week's Intelligence Indoctrination program.

3. As of 27 June, 261 CIA personnel are enrolled in training courses and programs under the jurisdiction of Office of Training (G).

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Director of Training

20 June 1952

Deputy Director of Training (General)

Weekly Summary Report, TR(G)

1. Chief, Language Services Division participated in a meeting at Massachusetts Institute of Technology 17-20 June on research in the development of mechanical translation systems.

2. Assistant Directors concerned have been given the names of those few of their personnel who have shown exceptional aptitude in the Russian language. Their enrolment in intensive, full-time study has been recommended if present or prospective job assignment justifies and if they intend to make a career of CIA.

3. Forty-eight new personnel attended this week's Intelligence Indoctrination program. This is the lowest number to date.

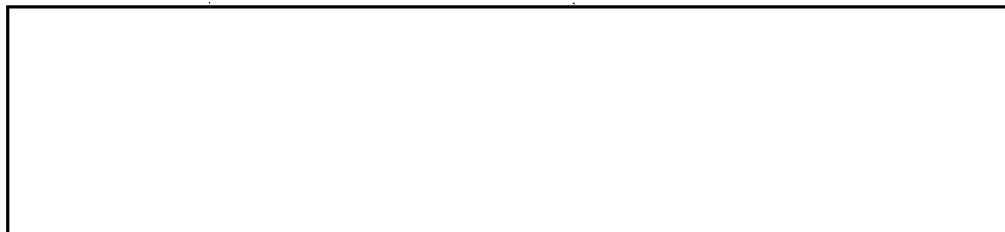
4. As of 20 June, 327 CIA personnel are enrolled in TR(G) training courses and programs.

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TR(G)/FCA:brc (20 June 1952)



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Director of Training

13 June 1952

Deputy Director of Training (General)

Weekly Summary Report

1. As part of the Basic Officer Training Course of the Foreign Service Institute, organized a Special CIA Presentation for the period 17 through 20 June. Coverage will embrace both covert and overt Agency activities, with strong emphasis on the former.

2. Conducted the second special refresher course for OSI in Scientific Intelligence Reporting. The course required two hours a day for five days.

3. Fifty-four new employees attended this week's Intelligence Indoctrination program. The former average of some hundred a week has definitely dropped to a lower range of fifty to seventy per week.

4. As of 13 June, 599 CIA personnel are enrolled in various courses and training programs under the jurisdiction of the Office of Training.



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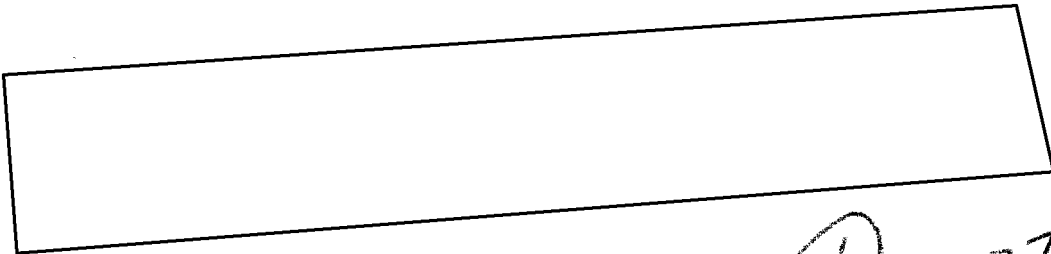
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Executive Assistant to DCI

6 June 1952

Director of Training

Weekly Summary Report

1. Upon request of OPC for a reading improvement course for a field branch of approximately forty persons, a completely new course has been organized and provided to OPC. Since mechanical aids other than Harvard Films could not be sent, the course was based on the motivation technique and designed as follows:

- a. Six to eight weeks duration.
- b. Comprises Harvard Reading Films, vocabulary books and surveys, reading tests, text books and work books.
- c. Each period consists of a reading speed test, Harvard Reading Films and comprehension checks, and a discussion topic such as "Concentration, Vocabulary Building, and Reading for Different Purposes."

2. Planning for the next CIA Intelligence School course, to start on 15 July, is proceeding on the basis of a six-week course of full-time intelligence work with no foreign language. This is in contrast with previous courses of twelve to fourteen weeks with study of a foreign language half time. The new concept envisages training many more persons per year and anticipates the assignment of all overt incoming professionals to this intelligence course prior to assignment to their Office.

3. To date approximately [redacted] persons have attended the weekly Intelligence Indoctrination programs conducted primarily for new employees. Approximately [redacted] have attended the Orientation courses conducted quarterly, primarily for every person of grades GS-5 and above.

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4. Eighty-four students working in eleven languages are currently enrolled in introductory and self-study courses at the "I" Building language laboratory.

5. As of 6 June, 644 CIA personnel are enrolled in various courses and training programs under the jurisdiction of the Office of Training.

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Director of Training

29 May 1952

Deputy Director of Training (General)

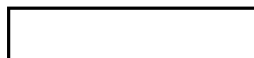
Training (General) Weekly Summary

1. The language laboratory is now open on weekdays between the hours of 0700 and 2000. This extension of normal hours has been made to meet numerous requests from students.

2. Chief, Orientation and Briefing Division addressed the Strategic Intelligence School on "The Roots and Ramifications of Communism."

3. Seventy-two persons attended this week's Intelligence Indoctrination program for new employees.

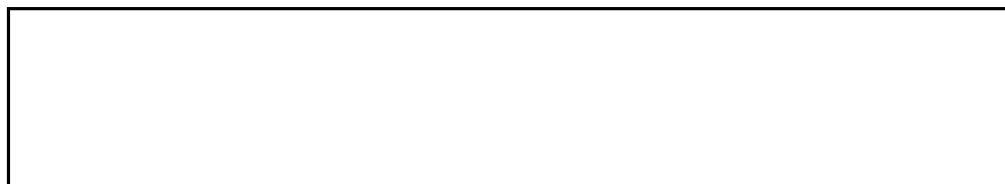
4. As of 29 May, 503 CIA personnel are enrolled in various courses and training programs under the jurisdiction of the Office of Training.



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Director of Training

26 May 1952

Deputy Director of Training (General)

Training (General) Weekly Summary

1. The CIA Intelligence School graduated its third class on Friday, 23 May. Twenty-one of the twenty-three graduates will enter on duty with various Offices of the Agency. The other two will enter into military service for basic, OCS and other appropriate training prior to assignment to CIA offices. The Director of Central Intelligence delivered the graduation address.

2. Arrangements are nearing completion for a Summer Area Program devoted to the Soviet, Far East and Southeast Asia areas. The program will be conducted in CIA, with major reliance on lecture and informal discussion; will draw on appropriately cleared authorities in the indicated areas; and will, from present indications, have the full participation of some 135 CIA personnel of twelve offices.

3. The Director of Training briefed [redacted] on the foreign language and the reading improvement programs of the Agency, and had demonstrated for [redacted] the audio-visual and other special equipment of the language laboratory and the reading improvement laboratory.

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4. Forty-seven new employees attended this week's Intelligence Indoctrination Program. This continues the low trend in contrast to the former one hundred per week.

5. As of 23 May, 691 CIA personnel are enrolled in various courses and training programs under the jurisdiction of the Office of Training.

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