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TRD STAFF MEETING

11 April 1950

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Present:



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1. For the first time in about three months we have had two security violations within a few days of each other. They appear to have been caused by gross negligence. [redacted] stated that all personnel should be again cautioned about the importance of security. In addition, it is doubtful whether approval would be given for promotions of persons who have had security violations shortly before such promotion requests are submitted.

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2. Over TRD's objections OPC is planning on using Building [redacted] at 25X1A6a least temporarily. The building will be renovated according to our specifications and a floor plan has been submitted to Mr. [redacted]. However, they may put up additional temporary partitions for their use. This means that for the present the SOC will remain in Building 13 along with BISC, and ITS will continue at the [redacted]. 25X1A9a

3. A report was given on the status of promotion requests submitted by TRD. Five have been approved and two additional ones have been desk audited; one more is being desk audited today. One has cleared ADSO's office although we have not been informed as to the decision taken. Two more were submitted during the past week. The date for review of promotion requests by ADSO has been changed from the 15th to the first of the month. Therefore, promotion requests should be submitted to Chief, TRD by the 15th of the month so that they may go through the necessary channels and be considered by ADSO on the first.

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4. The Joint Training Committee will hold a meeting on Thursday at 2:00 pm, at which time the TRD budget will be considered. Mr. [redacted] was requested to be present at this portion of the meeting. 25X1A9a

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5. Mrs. [redacted] reported 13 students have enrolled for the SOC which will start Monday, 17 April; 19 have been enrolled for the OC beginning the same day. The AOC is completely filled.

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6. [redacted] stated that evaluations for students of the AOC IV should be in by Friday of this week. Hereafter, evaluations for all courses should be submitted to the branch concerned not later than ten days after the completion of the course.

7. Mr. [redacted] reported that the backlog of clerical work has been taken care of except for some wire recording material. [redacted] stated 25X1A9a

Document No. [redacted]

NO CHANGE in Class.

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that the Area Training Branch and the Staff Training Branch should be contacted in order to ascertain if they have any material which might be prepared by the Saturday clerical pool. If it is found that TFD has completed all work on hand, the Saturday pool should be discontinued.

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8. Mr. [REDACTED] was requested to report the status of the preparation of outlines in the EOC, OC and AOC, by the end of this week. A target date should also be set for the material to be prepared in complete manuscript form.

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9. The credit reference for TFD personnel is now: Mrs. [REDACTED] Assistant Personnel Officer, CIA, 2430 E Street NW, Washington 25, D. C.

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10. [REDACTED] announced that in accordance with CIA Notice [REDACTED] all TFD personnel that can be spared may be released to view the parade for President Gonzales-Videla of Chile.

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