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MEMORANDUM FOR: Chief of Operations, DD/P

SUBJECT: Training in Organization and Functions

1. With respect to the comments made at the Staff Meeting, 30 December 1954 by Mr. Wisner concerning the knowledgeability of certain staff personnel of Agency organization and function, we submit the following information. The information, which appeared to be lacking, mentioned by Mr. Wisner is included in the following courses given by the Office of Training and has been a substantive part of these courses since their inception: Administrative Procedures, for clerical personnel of the Clandestine Services; Operational Support, for non-clerical administrative and support personnel of the Clandestine Services; Basic Orientation, for all Intelligence Officers and such other officer personnel concerned with support of operations; and Clandestine Operations, for Intelligence Officers who will plan, initiate, conduct and support clandestine operations. We have attached for your information copies of schedules of these courses showing their substantive content.

2. Recently the Office of Training provided two new courses to be given to Clandestine Services personnel for the purpose of bringing personnel who have been in the field up to date with respect to current organization, functions, techniques, and procedures. They are the Clandestine Services Review and Administrative Refresher course.

3. It might be added in passing that the Division in question has no full-time Training Officer and their training efforts have suffered thereby. It is our belief that this is essentially the reason for the situation referred to by Mr. Wisner. The appointment of a full-time Training Officer in WH, in consonance with [redacted] would greatly add to the effectiveness of the training effort in WH and would do a great deal in ensuring that the personnel of that Division would be more knowledgeable of pertinent information than they apparently are at this time.

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4. As was pointed out, this situation is not singular to WH Division alone, but all Divisions have, to a large extent, shirked the responsibility for ensuring that their personnel are trained in very basic concepts concerning the Agency. It was for this reason that the Clandestine Services Training Committee promoted the establishment of the two review courses mentioned in Paragraph 2 above which we feel should be required for all personnel returning from an overseas tour.

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Attachments
7 Schedules

[redacted]
Chairman, Clandestine Services
Training Committee