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Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive Officer

DATE: 16 March 1955

FROM : Chief, Instructional Services Branch

SUBJECT: Weekly Activity Report No. 11
9 - 15 March 1955

I. SIGNIFICANT ITEMS

None

II. OTHER ACTIVITIES

1. Catalog of Courses - Distribution to field stations of 200 copies by RI/FI has begun. Distribution among OTR and Headquarters/DD/P has been completed. Distribution of twenty copies to DD/I field stations not covered by DD/P has been held up pending concurrence of DD/P.

2. OTR Motion Picture on [] - Attention has been given to the casting of persons for principal roles. Eight persons were given screen tests during the week in Room 15, Building [] A total of 1,680 feet of 16mm. film was exposed. The Script Writer is expected to return from California on 20 March.

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4. Films for [] - a. One retention film due
b. Thirty-six loan films due
c. Five loan films sent

5. Attendance at Foreign Language Films -

<u>Date</u>	<u>Language</u>	<u>Attendance</u>
3/9/55	German	[]
3/10/55	Spanish	
3/15/55	Italian	

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6. Laws Restricting CP Activities in U. S. - Bibliography and sets of documents compiled for use of OC/CI instructors with [] students. Available from OTR Library.

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7. Graphic aids completed:

- a. Basic School - Wall display, CIA Organization Chart; 6 Vu-graph transparency slides; 2 training charts, and 5 chart revisions.
- b. Operations School - One CE training chart and administrative control panel.
- c. Office of Personnel - One briefing chart to be used in Personnel Training Program.

8. Lesson plans received this week - None

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9. Overseas requests received - One (additional materials for)

10. Instructional Techniques Courses - Instruction was completed with of CT/OS and, separately, one student-instructor for TRMI/FE.

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11. Construction of with . Specifications for classrooms and other instructional buildings were drawn and discussed with to continue the planning of the reconstruction of the site.

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