

SECRET*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Executive Officer

DATE: 23 February 1955

FROM : Chief, Instructional Services Branch

SUBJECT: Weekly Activity Report #**6** - 16 thru 22 February 1955a. SIGNIFICANT ITEMS - Noneb. OTHER ACTIVITIES

- 25X1 1. Orientation Film on [redacted] Final six-hundred (600) feet of film retakes received from photographer in field. Film will be developed and previewed during the week. If it proves satisfactory, final payment to photographer will be authorized. Editing of footage will begin next week.
- 25X1 2. Catalog of Courses - TR CC 200-1: All details relating to registering the document for dispatch to the field have been completed with WI/RI/DI; catalog is scheduled to be delivered on 8 March to RI.
- 25X1 3. [redacted] - TR MM 0-1: First delivery (about 200 copies received Monday, 21 February; 25 copies forwarded to [redacted] Copies have been forwarded to DTR, DDTR, Chief, P&RS and [redacted] Remainder of order delivered 23 February. Intelligence and Basic Schools have been notified.
- 25X1 4. OTR Motion Picture on Recruitment - The C/ISB and C/E&RS/ISB are handling all matters relating to the production of this film during the absence of [redacted] Persons desiring to contact [redacted] regarding the film should call either [redacted] 25X1
- 25X1 5. Tapes for [redacted] Course - Support for the audio surveillance course, under [redacted] was continued this week. Seven hours of tape were recorded. This involved approximately twenty-five hours of labor on the part of the technician.
- 25X1 6. Revision of the Bibliography on Communism - Eighty titles of books published in 1954 to date on Communism have been selected and forwarded to [redacted] for his perusal and return of his final selections to the library for compilation and publication.
7. Cycleweld - Literature and a sample of this material are to be delivered, February 28, to [redacted] Completed. 25X1
8. Compilation of Maritime Laws of the U. S. for [redacted] procured 25X1 from GPO.

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- 9. A List of International Communist Front Organizations - To compile this list, the Reference Librarian visited International Organization Division, J Building, RQM/OIS, L Building, and OCD/ICB, [redacted] Building. The necessary material was procured. Completed. 25X1
- 10. Inventory of OTR Library collection. - [redacted] has completed the inventory of the collection in Room 208A. Other sub-collections and individual holdings will be inventoried within the next few weeks. 25X1
- 11. East German Propaganda - Approximately four-hundred pieces of literature (leaflets, pamphlets, broadsides, books, newspapers) in German were obtained from TSS and forwarded to [redacted] for his perusal. The material was procured from [redacted] 25X1
25X1
- 12. Training Aids Completed -
 - a. Basic School - Basic Orientation Course - Miscellaneous signs for classroom use.
 - b. Operations School - Counterespionage Course - Design and production of five training charts.
 - c. Language and Area Training - Language Laboratory - Design and artwork for three training charts.
 - d. Office of Personnel - Design and production of two blackboard training aids.
- 13. Lesson Plans received this week - Nineteen Clerical Orientation; one BOC; and two Technical Devices.
- 14. Overseas Requests received this week - One - FE.
- 15. Films for [redacted]
 - a. Four retention films due
 - b. Seventeen loan films due
 - c. Three loan films sent.

16. Attendance at Language Films -

<u>Date</u>	<u>Language</u>	<u>Number Attending</u>
2/16/55	Portugese	0
2/17/55	Russian	[redacted]
2/21/55	French	

- 17. [redacted] was married to [redacted] on 19 February 1955. They will be at home at [redacted] 25X1
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