

CONFIDENTIAL

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 31 July 1956

FROM : Chief, Clerical Training

SUBJECT: Week of 24 - 30 July 1956

1. Numbers in Clerical Induction Training. During the week of 24 July there were 152 people in Clerical Induction Training.

2. Numbers in Clerical Orientation Training. In Clerical Orientation there were 50 people for the week of 23 July. Normally the third day of Clerical Orientation is devoted to a study of Agency correspondence and typing shortcuts and is given only to clerk stenographers and clerk typists. However, in view of the number of title changes from clerk stenographer or clerk typist to clerk among the trainees, the Interim Assignment Section staff has requested that the clerks also receive this third day of instruction. In order to accommodate the resultant number of trainees scheduled to receive this training, it was necessary to divide the total number into three groups. Groups 1 and 2 received Agency correspondence instruction on Wednesday, the day on which it is normally given in Clerical Orientation. Group 3 returned for this instruction on Thursday of this week. It is anticipated that this plan will have to be followed during the entire peak-load period.

3. Results from Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the Entrance-on-Duty employees for the week of 23 July are:

	Tested	Qualified
Shorthand	5	2
Typing	19	9

25X1

OTR/CT:MAH:jdm (31 July 1956)

25 YEAR RE-REVIEW

CONFIDENTIAL