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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive Officer/TR

DATE: 28 June 1956

FROM : Chief, Instructional Services Branch/SS/TR

SUBJECT: Weekly Activity Report No. 26  
20 - 27 June 1956

### SIGNIFICANT ITEMS

None

### OTHER ACTIVITIES

#### 1. Overseas Training Support

a. An OTR Library Accessions List is being planned and organized by the Library Section/TR as a monthly publication for dissemination to all OTR school instructors, field training installations, and all Agency Training Officers. Discussions are currently underway with the CI Staff and AO/OS to determine the extent of the bibliographic content of such a List, thereby making it available for overseas dissemination. The planned Accessions List will replace the ISB Monthly Report (OTR Accessions List) and will also contain appropriate listings from the Instructors' Guide currently published by the Library Section/ISB.

#### Research and Bibliographies

a. Assistance to the Film Production Branch. Miscellaneous props, including French paper-bound books, newspapers, posters and traffic signs were procured for FPB from the Foreign Branch/CR Library and USIA facilities.

b. The Library staff is reviewing the bibliographic listing of published materials dealing with the Soviet Union, and will recommend changes. The bibliography is planned for inclusion in a Basic Kit for the Study of the Russian Language, requested by  Instructor.

c. C/LIB/ISB is continuing his plan of reviewing and reorganizing the A and E Library collection of books and periodicals. Approximately 110 volumes have been selected for binding, and approximately 300 books are no longer usable and will ultimately be returned to the main CIA Library/OCR.

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3. Printing and Reproduction

a. The 25 June issue of the Instructors' Guide to Current References has been received from the Printing Services Division/LO and distributed.

b. Basic Tradecraft Manual, TR IM 2-6, 200 copies were received from PSD/LO and forwarded to the instructor, [redacted] The printing of the Supplement to the Manual, TR IM 2-6a, is continuing -- estimated date of completion is 11 July.

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c. The estimated completion date of An American Thesis is 11 July.

d. The layout draft of the Russian Newspaper Reader, TR RM 0-6, has been sent to PSD/LO for processing; estimated completion date is 20 July. The requirements have been set down by [redacted] instructor, for the preparation of 2 companion readers in the Polish and Czech languages. The materials for the preparation of a Polish manual draft have been sent to the Graphics Unit/IS for paste-up.

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e. Kanji Cards for Japanese language instructor. A set of 2,452 2-by-2 lantern slides are being processed by PSD/LO [redacted] as per request.

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f. Miscellaneous notices, regulations and memoranda, processed, collated and distributed by E&R/ISB: a total of 520 copies of 19 original pages.

4. Attendance at the Language and Area Film Program

Russian	20 June	12 persons
Polish	21 June	6 "
Russian	26 June	5 "
Russian	27 June	8 "

5. The staff of AAS/ISB has completed a special film editing project for an area film requirement for [redacted] instructor. Currently the staff of AAS is in the process of editing a group of newsreel films in order to prepare a general area film on the Middle East. The request for such a film was made [redacted]

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6. Personnel Notes

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