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~~SECRET~~*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Plans and Policy Staff  
THRU : Executive Officer/TR  
FROM : Chief, Film Production Branch

DATE: 6 June 1956

SUBJECT: Weekly Activity Report No. 23

SIGNIFICANT ITEMS

None

OTHER ACTIVITIES1. Communications Films

The footage and sound track for Film No. 1 on [ ] were delivered to the commercial studio on Friday, 1 June. Consultations with the editor were held on Monday, 4 June at the studio. It is planned to complete a rough-cut of the film for a showing to members of the

[ ] Technical Advisors who approved the script and selected personnel from OTR. This will be held during the week of 2 July. If there are no major changes, a composite print will be processed immediately thereafter and forwarded to Headquarters on 13 July.

The script of the second in the series of films, [ ] has been reviewed by the director. Presently, it is being edited for production. The script writer has used a considerable number of rear projection prints as background for the sets. Stock footage will be used also. As soon as the shooting script has been completed, selection of cast will begin.

The rear projection camera and accessories have been delivered to the Audio Aids Section/ISB/SS/TR. Testing of the equipment will be done by personnel of that section. Some prints of authentic areas have been procured through commercial sources. However, [ ] of GR/OCR has consented to our using the files of the branch as a source for these prints. This will be of considerable aid in writing future scripts in which rear projection is used.

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The script of the third film, [ ] has been approved, with corrections, by the ([ ]) [ ] Copies have been delivered to the Technical Advisors of CI and FI Staffs. A copy will be forwarded to the Technical Advisor/NEA after his return to duty about mid-June. Meanwhile, Chief, OS/TR will review it.

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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans & Policy Staff/TR

DATE: 31 May 1956

FROM : Chief, Administrative Branch/TR

SUBJECT: Weekly Activity Report #22

I. SIGNIFICANT ITEMS:

- A. Records Control Schedule - The Records Control Schedule, undertaken [ ] of the Records Management Staff and the ARO/TR has been completed and approved. The survey disclosed that there are 5,643 cubic feet of records in the Office of Training, housed in 1,136 pieces of filing equipment worth \$151,610.

II. OTHER ITEMS:

4. Briefings - Final Headquarter's briefings were given to students enrolled in the Operations Familiarization Course No. 4 and the Operations Course No. 2 on 23 May and 29 May, respectively.

JOB NO. BOX NO. FLD NO. DOC. NO. 12 NO CHANGE  
 IN CLASS/ DECLASS/ CLASS CHANGED TO: TS S C NET. JUST. 22  
 NEXT REV DATE 09 REV DATE 12-11-77 REVIEWED BY DOC. 02  
 NO. PGS 20 CREATION DATE 01-01-77 ORG CLASS S  
 REV CLASS C REV COORD. AUTH: HR 793

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- [Redacted Box]
- B. Photographic and Recording Equipment - Photographic and recording equipment and supplies totaling \$5,790.00 were requisitioned for ISB. This equipment will be used by AAS/ISB in support of the Language and External Training School and the Film Production Branch.
  - C. Travel Advances - The Finance Division announced a recent policy decision wherein travel advances will not normally be made more than 10 days prior to the time the actual travel is to commence.
  - D. Analysis of FY 1956 Obligations - Advance information from the Agency Budget Office indicates that a detailed analysis of all object class obligations by major OTR components will be required for the Agency Budget due 15 August. This will involve considerable clerical research and compilation. BFO/TR has already begun the project which should make it possible to meet the deadline.
  - E. Initial Student Briefing - The initial student briefing has been revised following receipt of comments of interested persons. The revised edition will be re-printed and in use by 4 June.
- [Redacted Box]

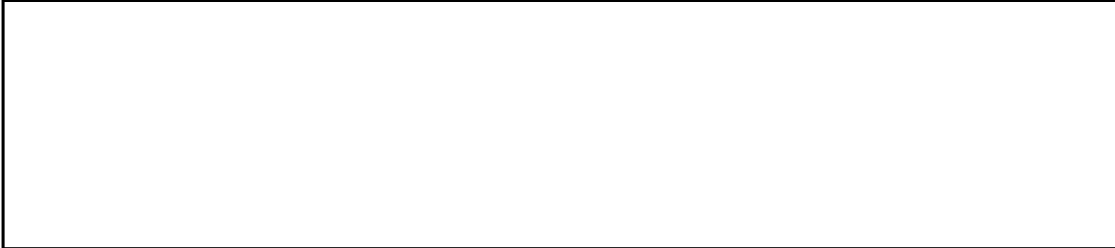
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- J. Clerical Situation - The clerical situation for OTR remains normal; no new EOD's have been received during the past week.
- K. Report on External Training - The Report on External Training received by CIA employees separated during April 1956 was prepared by the Registrar and forwarded to the DTR on 24 May.
- L. DDP Enrollment in Basic School - A report on the number of students from DDP enrolled in Basic School courses during the period July 1955 to May 1956 was prepared [redacted] of the Registrar's Office. This report was requested [redacted] PPS, and is to be used in conjunction with the Estimated Training Requirements, FY 1957-1958, submitted by DDP Training Officers.
- M. Two representatives from the Audit Staff used the records in the Registration Section on 25 and 28 May.
- N. Personnel Items:

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