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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 2 September 1958

FROM : Chief, Orientation Faculty, IS

SUBJECT: Weekly Activities Report #34, 26 August - 2 September 1958

1. Intelligence Orientation

a. Several new speakers have been scheduled for IO #24 beginning 8 September. These include:

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Director, Photo Intelligence Center  
f, BR/OCR  
DD  
/C  
, Economic Area, ORR  
/C  
TR

These speakers are replacing former lecturers who have transferred to new positions or who, for other reasons, are no longer able to continue lecturing.

b. On the basis of current enrollment figures, we can expect a class of approximately 65-70 students in the course beginning next week. Since Mr. [redacted] is leaving the staff on 8 September Mr. [redacted] of the Intelligence Production Faculty will assist in conducting seminar sessions.

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2. Exhibits

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Mr. [redacted] has cleared with the Office of Security a plan to drape all the exhibits when they are not actually in use, so that work crews can set up and dismantle each exhibit without being exposed to classified material. This procedure will cut down considerably on the amount of time required to prepare and strike the exhibits and will release staff members from most of the heavy work involved.

*Most of the time, that is.*

3. JOT Program

a. We have begun to line up speakers for the first week of the JOT Program, but have obtained few firm commitments to date because the majority of those contacted have been on leave. However, we have been promised confirmations from most speakers by the end of the current week.

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NO CHANGE in Class.

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b. Mr. [ ] is in the process of adapting for use in the JOT Program several new review exercises, originally devised by the A&E Staff. We plan to give thses a "dry run" in the regular September course, to determine their usefulness in a classroom situation. *E.g. - a crossword puzzle using intelligence terms. An earlier draft - working*

4. National War College Lectures

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Mr. [ ] is assisting [ ] in the administrative planning for the National War College lectures to be given in R&S Auditorium on Friday afternoon, 5 September. The Orientation Faculty will also provide receptionists and clerical assistance as needed.

*Copy, that is usable shape - is attached.*

5. Auditorium Improvements

A carpentry team has been working for the past week on a display area in the rear of R&S Auditorium. Target date for completion is 5 September. The area will be used to display intelligence reports and pertinent visual material in conjunction with each lecture and will not displace the regular exhibits.

6. Current Intelligence Briefing

Approximately 25 Agency personnel attended the Current Intelligence Briefing in R&S auditorium on 29 August.

7. Personnel Notes

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a. Mr. [ ] son was involved in a serious bicycle accident last week and was hospitalized for four days. However, he has now returned home and is recovering rapidly. Mr. [ ] took leave from time to time last week to be with his son.

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b. Mr. [ ] recently bought a new home in Virginia, and reports that he is now solvent, since he sold his present home over the Labor Day week-end.

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c. Dr. [ ] is on annual leave 2 - 5 September.

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d. Mr. [ ] is on annual leave 28 August - 5 September.



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