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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 30 October 1958

FROM : C/Junior Officer Training Program/TR

SUBJECT: Weekly Activity Report #43  
22-28 October 1958

A. SIGNIFICANT ITEM

1. The development of the alternative program for two weeks instruction of the new class of JOT's beginning 1 December has progressed very favorably. As now set up, it gives me the feeling that, in the long run, it will be more effective for our purposes than the originally planned American Outlook class. (This significant development is stated here as a part of the record of the JOT Office).

B. NORMAL ACTIVITIES

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1. [ ] has worked out a plan whereby in the new building uncleared JOT candidates will have a separate waiting room and thus not be exposed to classified material. This arrangement had not been decided on although the problem had been raised over a year ago.

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2. [ ] discussed various aspects of the new Program with the staff of JOTP and answered numerous questions that had been raised. No points of misunderstanding developed.

3. It is worth reporting that [ ] has kept the JOTP staff promptly and well informed on developments in coordinating the new program. We appreciate his spirit of whole-hearted cooperation.

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4. [ ] reports that an Analyst from OCR was the one candidate this past week for the Internal Program. Although he does not at this moment appear as a strong candidate, JOTP will defer decision until after PETB results are received.

5. The assessments of 26 JOT's evaluated in July, August, and September have been received and are now being studied by the appropriate members of the JOTP Staff.

Document No. 001

NO CHANGE in Class.

DECLASSIFIED

Class. CHARACT: TS S (C)

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6. For the sake of convenience and in order to answer questions dealing with the history of the JOT Program which seem to keep cropping up, we have made thermofax copies of some of the basic documents, the originals of which have been kept in other offices or sent to Archives. We find now that these copies are beginning to turn black and will before long be illegible. While the thermofax process is suitable for temporary use, it apparently is not satisfactory for making permanent copies of important materials. It is suggested, therefore, that where it is desirable to make permanent copies, facilities be made available for the use of another duplicating method such as that one used for the Office of Personnel.

25X1 7. The program for training [redacted] has been worked out in cooperation with SR Division. He will report immediately to SR [redacted] remain there until next September when he will begin study of intensive Russian. This follows the arrangements originally worked out with Mr. Karamessines when [redacted] decided to return to CIA. 25X1

25X1 8. [redacted] (internal) has been accepted for the Career Staff.

9. Interviews were held with 16 JOT's.

10. Fourteen candidates were interviewed for the external phase of the Program.

11. One file was received and an action was cut on it.

12. Temporary Actions: [redacted] 25X1

25X1 13. [redacted] have entered on duty.

C. PERSONNEL NOTES

25X1 1. [redacted] now attending the IOC, has been chosen for a teaching job with CT/IS/TR. [redacted] will report for her job on Friday. 25X1

25X1 2. [redacted] has informed us that his divorce was effective on 3 July 1958, and that his marriage [redacted] (Finance Division) took place on 8 August 1958. 25X1

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3.  of the Internal Program has suddenly notified us of his intention to resign in order to accept a position in the Junior Executive Training Program of the Southern Railway in Washington.

D. TROUBLESOME MATTERS

Nothing to report.

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