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Chief, TSS/Training Division

Director of Training

Recommendations for Modifications in Basic Secret Writing Course

1. The Training Methods Specialist/OTR, [REDACTED] has completed his recommendations for modifications of the teaching techniques used in the Basic Secret Writing Course which he observed on 1-2 November 1954. All of these comments have been discussed with the instructors and [REDACTED] has assisted them in planning many of the details of new lesson plans, instructional materials and training problems.

2. Additionally, several major recommendations concerning the overall purpose and scope of the course were made by [REDACTED]. These are:

a. The announced objectives of the course indicate that its students are to be trained in the basic techniques of SW. The instructors believe the course to be one of orientation to the field of SW, designed to give case officers an appreciation of the difficulty of the skills and not their mastery. Inasmuch as the Advanced and Special SW courses are available for the skill training, there may be some misunderstanding among those who schedule individuals for this course as to its limited objective, namely, familiarization with SW. It is suggested that either the course be extended to five days to include full training in skills or its content limited to orientation or familiarization of SW techniques in the two days.

b. Little reference is made in the present course to the place of SW techniques in clandestine operations. It is noted, too, that completion of OTR course "Clandestine Methods and Techniques" is not a prerequisite for the SW Course. If this course is developed into a full skills course of longer duration, it is suggested that at least one unit of instruction be allocated to the possible applications of SW in clandestine operations. A paper or "live" problem may be employed for this purpose. OTR will assist your instructors in preparing this unit of instruction, if you so desire. [REDACTED] has prepared an outline of a problem as an example of what may be done and will discuss it with you if you decide to include this unit of instruction.

3. Other recommendations on matters of classroom administration, recording of lessons and use of a training manual were discussed by [REDACTED] with the instructors.

SEE REVERSE FOR DECLASSIFICATION ACTION

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