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9 August 1951

MEMORANDUM FOR: Deputy Director of Training
FROM : Head, CIA Intelligence School
SUBJECT : Statement of Functions

1. In response to your request of this date.

a. Basic Mission:

To establish a CIA Intelligence School to fill the need for a training center to produce intelligence officers, on a continuing basis, who would have a clear understanding of how to support the Agency's mission in the field of National Intelligence

b. Major Functions:

1. Careful selection of the school staff.
2. Organization of the curriculum
3. Supervision of the school's activities in general, student body and staff.
4. Planning for the school's future development.
5. Constant liaison with other Intelligence Schools.
6. Selecting outside lecturers.

c. Current Major Tasks:

See above, Paragraph 2, a, c, d, f.

d. Personnel Support:

1. Secretary
2. Assistant
3. 25 lecturers from both within and outside CIA

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e. Major Tasks Completed:

1. The School has been established
2. The School is functioning and is about half-way through the first Basic Course.
3. The curriculum is organized on a continuing basis (with necessary ad hoc alterations always pending) and qualified lecturers scheduled for specialized fields.
4. The concept of the School and the need for it has been widely accepted in CIA and by other agencies.

f. Near Future Major Tasks:

1. Planning for space for an expanded student body.
2. Constant revision to improve the Basic Course.
3. Continuing search for qualified personnel for the permanent staff (2 civilians, GS-15; 3 Service Officers, field grade and command rank; 1 Administrative Assistant, GS-9)
4. Planning for the advanced course.
5. Planning for the Graduate Course(National Intelligence University)

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