

~~SECRET~~

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training
VIA : Chief, Operations School

EYES ONLY

DATE: 17 March 1959

FROM : Chief, Headquarters Training

SUBJECT: Weekly Activities Report No. 11
11 - 17 March 1959

I. SIGNIFICANT ITEMS

25X1A

A. S & T: On 12 March, [redacted] met with [redacted] (OSI) to discuss lecture outlines which the various branches of OSI have prepared. Outlines have been prepared on the following subjects: Fundamental Sciences; Medicine; Guided Missiles; Nuclear Energy. Outlines on [redacted] Conventional Weapons will be forwarded to Stan by [redacted] upon completion. Stan also received three sketches of charts which the Fundamental Sciences Division of OSI wishes to have prepared for the April course. The outlines of the Fundamental Sciences presentation reflects some change in content from the previous lecture, and the outline of the Nuclear Energy presentation calls for two additional hours. The outlines on Medicine and on Guided Missiles conform to the syllabus objectives. Unfortunately, this report is not as complete as I would like to see it but I was unable to have it clarified because of the absence (illness) of [redacted]

25X1A

25X1A

25X1A

25X1A

B. Faculty Seminars: Work is progressing satisfactorily on the first of several faculty seminars which will comprise a program recently approved orally by the DTR. Now in its fourth draft, the CI Seminar will comprise a 40-hour package of instruction, divided equally between reading and formal presentations. The student will receive a reading package that will include pertinent policy and regulatory papers, case histories, and tradecraft studies. It will be his responsibility to read these before the seminar. The seminar itself will offer 20 hours of lectures, discussions, films and practical work. At least two tests will be given: the first will test the students' comprehension of the reading materials; the second, will be on the seminar content. Since we have spent a considerable amount of time on preparing this first package I expect that it will usefully serve as a model for the other seminars, including one on each of the following subjects: [redacted] and technical collection, reports [redacted]. We are following our normal planning pattern in assembling the seminars. This includes the following steps:

25X1A

1. Statement of Objectives;
2. Preparation of a syllabus; and
3. Preparation of a Schedule.

C. Syllabi: We are continuing to work on the preparation of a syllabus for each of the training courses offered by Headquarters Training. Two, S & T and CIO, are nearing completion and we hope to have these produced by the end of next week's reporting period. [REDACTED] has not begun work on CSLO as yet but she is preparing herself for the task by taking careful notes of content, etc. during the present running of the course.

25X1A

25X1A

[REDACTED] has prepared a very rough draft of some of his thoughts pertaining to PP but it could not be considered a start on the final job. I gave him a copy of the CIF syllabus on 16 March to serve as a guide as to the presentations desired. We hope to have the first draft of the various reporting courses completed by the end of next week. We do not plan to do one for CSR.

II. OTHER ITEMS

A. Cable Refresher Course: Twenty-seven persons attended the eighteenth session of the Cable Writing Refresher course given from 0900-1300 hours, 12 March 1959. The enrollment roster received from the FI training office on 11 March carried 55 names. Of the 28 persons failing to appear, 8 had been enrolled by FE, 8 by EE, 1 by CI Staff, 1 by PPC Staff, 6 by NEA, and 1 by the Office of Communications. IO officially cancelled 2 registrations, and the Office of Communications cancelled 1 registration. This is the heaviest non-show list since the start of the course. In the seventeenth session, 49 out of 66 persons enrolled actually attended. By way of attendance distribution in this course, 6 students were from FE; 4 from EE; 4 from SR; 1 from IO; 5 from NEA; and 7 from the Office of Communication. Grades ranged from GS-7 to GS-13, with an average grade of between GS-10 and GS-11. With but one exception, the group was attentive from the beginning. Even that individual by the end of the first hour had become receptive enough to ask questions with the others. Questioning of the useful sort came close to extending the schedule into overtime. An attempt was made to indicate how soundly organized and effectively phrased cables can save recipients' time and reduce cable traffic; to show how the cable writer's consideration for technical matters involved in cabling can reduce cable traffic; and to bring students up-to-date on required cable format. In two fifty-minute lectures, 0900-1050 hours, [REDACTED] chief instructor in Information Reporting, Reports, and Requirements, developed the first objective. [REDACTED] Signal Center, talked from 1100-1200 hours on "Technical Considerations in Writing Cables." From 1200 to 1250, Miss [REDACTED] instructor in IRRR, presented official practices in "Cable Format."

25X1A

25X1A

25X1A

25X1A

25X1A

25X1C

Approved For Release 2000/08/17 : CIA-RDP61-00442A000100050023-0

Approved For Release 2000/08/17 : CIA-RDP61-00442A000100050023-0

~~SECRET~~

F. Headquarters Briefing: I gave ██████████ Glenn's new executive officer, a thorough briefing on the mission, organization, functions, accomplishments and future plans of Headquarters Training, Operations School, on 12 March. 25X1A

III. ADMINISTRATIVE

A. Security: All Headquarters Training personnel were assembled for a meeting on the new security instructions on Friday, 13 March. In a brief talk, I explained the letter and the spirit of the new regulations. ██████████ OTR Security Officer, was present and in a brief talk was most complimentary of our security record and of the new instructions. That same evening, however, ██████████ in conducting his Security Check of Room 109, found an exposed Secret paper which he secured. I spoke to the occupants ██████████ of the room on Monday, 16 March, again emphasizing the need to establish effective security habits. I placed each of the girls on a security tour for one week. I have established a personnel file for each individual in which we will keep pertinent data, including security breaches and/or poor security habits as they are described in our instructions. I intend to use this information in considering eligibility for promotion and other benefits. 25X1A
25X1A
25X1A

25X1A B. Personnel: ██████████ whom we hope to have rotated into Headquarters Training to succeed ██████████ and to contribute in the reporting and CI courses, continues to express his deep desire to join us but, to date, nothing definitive has happened either in his division, SR, or through the mechanism of the CS panel. ██████████ 25X1A
25X1A ██████████ have been working on this matter and I talked to the latter about it today. If ██████████ is to rotate to EE/█████████ it is imperative that we have his successor aboard no later than 20 April 1959, the starting date for S & T No. 2. 25X1A
25X1A Naturally, it would be far more desirable to have the successor here for as long a period of time as possible, before the starting date of the course.

25X1A ██████████ as I informed you orally on 11 March, has accepted an offer from FE ██████████ The position is a challenging one and I am certain that Kay will discharge it well. She has been told that there is also a possibility of an overseas tour. 25X1A

~~SECRET~~

25X1A

Approved For Release 2000/08/17 : CIA-RDP61-00442A000100050023-0

Approved For Release 2000/08/17 : CIA-RDP61-00442A000100050023-0