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MEMORANDUM FOR: Chief, Plans and Policy Staff

9 January 1957

SUBJECT: Weekly Activities Reports #1 and #2
27 December through 9 January 1957

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Auth: <u>12-12-2</u>
Date: <u>3-10-78</u> By: <u>35</u>

1. SIGNIFICANT ITEMS - None. 25X1

2. OTHER ACTIVITIES

✓ a. Management Training 25X1

(1) The Management (Special) presentation for FE began on 7 January, with an enrollment of [] supervisors and staff officers. The two-week, half-day conference is being held in the FE Division conference room, 2015 J Building. 25X1

(2) Basic Supervision #26 for senior analysts and technicians (GS 12-14) began on 7 January with [] people enrolled. 25X1

b. Intelligence Orientation 25X1

Intelligence Orientation #5 began on 7 January with [] students in attendance. 25X1

c. OPR Orientation Officer

(1) The CIA Introduction was conducted for [] people on 7 January. 25X1

(2) On 8 January [] conducted a special three-hour program for [] people from DDP. 25X1

(3) On 5 January [] interior decorator, inspected the auditorium in 117 Central. Mr. [] gave the go-ahead signal on fixing the ceiling and painting the room, and is awaiting [] estimate before deciding what to do about the rug. 25X1

d. Intelligence Training 25X1

(1) Writing Workshop #11 started on Monday, 7 January, with [] students. The class has been split into two sections of [] each; [] section meets on Tuesdays and Thursdays and [] section meets on Wednesdays and Fridays. 25X1

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25X1

(2) [redacted] OO/C, and [redacted] met on Friday to discuss the February OO/C Refresher with [redacted]. The date, 4-13 February, was confirmed and a tentative schedule agreed upon. As suggested in the previous course, experienced field personnel will lead seminars in discussing exploitation of [redacted]. The course will again be held at 1717 H Street.

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e. Instructional Techniques

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[redacted] is presently working with [redacted] and members of his staff in the production of a filmstrip to be used in the Clandestine Services Review and future runnings of the Records Mechanization course.

25X1

f. Administrative Training

25X1

(1) Operations Support #24 began on 7 January with an enrollment of [redacted] students.

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(2) [redacted] conferred with [redacted] Training Officer for the Comptroller complex, concerning coordination of the proposed Finance Procedures training. At the request of [redacted] Comptroller's representative in SSA/DDS, [redacted] met with the assembled Budget and Fiscal Officers and briefed them on the proposed training program.

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g. Reading Improvement

On 26 December [redacted] discussed the readability survey with members of the Publications Staff, ORR. [redacted] Chief, Publications Staff, [redacted] and [redacted] were present. [redacted] will procure sample memoranda and answers to the survey questions in about a month. The survey was also discussed with Mr. Bruce Clarke, OSI; [redacted] OO; and [redacted] OSI.

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h. Clerical Training

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(1) During the week of 24 December there were [redacted] people in Clerical Induction Training; during the week of 2 January there were [redacted] people.

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(2) The results of the official Agency tests administered by Clerical Induction to entrance-on-duty employees for the week of 1 January were as follows: Of [redacted] people tested in shorthand, none qualified; of [redacted] people tested in typewriting, [redacted] qualified.

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(3) Clerical Refresher #65 began on 7 January with [redacted] students enrolled; [redacted] are from DDP, [redacted] are from DDS and [redacted] are from DBI.

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1. Visual Aids Staff

The weekly activities report of VAS is attached.

3. PERSONNEL NOTES

Nothing to report.



Acting Chief, Intelligence School

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