

STANDARD FORM NO. 64

SECRET**Office Memorandum • UNITED STATES GOVERNMENT****TO :** Chief, Intelligence School**DATE:** 26 March 1957**FROM :** Chief Instructor, Intelligence Orientation**SUBJECT:** Weekly Activities Report #13, 20 March - 26 March 1957**1. Significant Items:**

Nothing to report.

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2. Other Activities:

a. The revision of the test covering Introduction to Intelligence was completed on Thursday, 21 March. This revision will be checked with the A&E Staff before being used. Our intention is to use it for the first time in IO#9.

b. On Thursday, 21 March [] met with the DD/S Training Officers to discuss the initial steps in the preparation of a Support Exhibit for use in the IO. The first monthly progress report on this project was forwarded to C/IS on Friday, 22 March.

c. [] attended the meeting of the Professional Promotion Panel on Wednesday, 20 March.

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d. On Tuesday, 26 March the formal request for special training for Short Term Medical Officers and the DTR's approval of this request was received in this office.

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e. On Thursday, 21 March a request was received from the FI Training Officer to provide a short orientation in Introduction to Intelligence subject matter for [] people scheduled to take the Operations Course on 1 April. [] of these students are EOD's and one is here TDY for training. In all cases, according to FI, it was impossible to schedule them for IO and to enter them in the Operations Course. The request was referred to the OTR Orientation Officer but his prior commitments prevented him from giving these students a special briefing. After consultation with C/IS and C/OS, it was decided that the staff of Introduction to Intelligence would conduct the desired briefing on Thursday, 28 March.

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f. The schedule for IO#8 has been prepared. All guests have signified their willingness to appear.

g. As of Tuesday, 26 March, [] students have been enrolled for IO#8.

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h. On Thursday, 21 March [] met with [] to discuss progress in the preparation of the special course for Security Office personnel. [] expressed approval of the work to date. One case to be used in the course is now being reproduced. A tentative schedule, subject to refinement during subsequent planning, has been prepared. A memo covering the major points in the development of this program has been sent to the Registrar/CTR for his information. 25X1

1. In Weekly Activities Report #9, paragraph 2(f) we reported that [] had completed the preparation of a paper on "Basic Intelligence Concepts" which we hoped to use in IO#8. During the past month, we have come to the conclusion that this is but one in a series of papers which we would like to have as training material. We have, therefore, undertaken a detailed review of reading material presently used and have identified the following subjects which are now tentatively scheduled for preparation in manual form:

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(1) Basic Intelligence Concepts—This is the paper on which [] has worked and which can be put into final form after it is checked against the content of other related papers.

(2) The Intelligence Community and National Security—This paper is a revision of the Strategic Intelligence Schools document entitled "Intelligence Agencies of the United States" which Mr. [] prepared while on active military duty during the first part of February 1957. SIS has indicated that they have no objection to our using this material and has suggested that we might like to reproduce the document under our cover for our use. On Tuesday, 26 March this proposal was discussed by [] with C/IS and C/Plans & Policy Staff. It was agreed to accept the SIS' suggestion subject to approval of DTR. The document will be forwarded to DTR as soon as a clear copy is available. 25X1

(3) A Document on the IAC and the IAC Subcommittees—This is a publication currently being prepared by the IAC Secretariat. We have been told that we will get a copy of the document when it has been published. We plan either to use this document in its entirety or, if it is too lengthy or detailed for our purpose, to modify it in such a way that it can be included as IO reading matter.

(4) Summary of NSCID's and DCID's—This is a paper which we intend to prepare and which is to include the pertinent provisions of the various NSCID's and DCID's excluding Top Secret or otherwise sensitive material.

(5) The Central Intelligence Agency—We are now working on this paper which is to be a short description of the work of each component of the Agency expressed in a style similar to that employed in the publication, "Guide to OCD," (now OCR). The intent is to provide, wherever possible, an easily understood description of the work of each component in carrying out the responsibility and performing the functions assigned to the component by CIA Regulations. In preparing this paper, we are working closely with each of the CIA components concerned.

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(6) The National Intelligence Process—This is the third revision of a training paper, "The Intelligence Cycle," which has been used in IO for more than a year. We have experimented in IO#7 with the current revision of the material and found it to be satisfactory for our purposes. If no serious problems arise in connection with its use in IO#8, we will be ready to put the paper into manual form.

(7) Short History of American Intelligence—This is essentially a slightly expanded version of the present lecture, "History of American Intelligence". We do not intend to produce a definitive, detailed history, but rather, to hit the high points in much the same manner as the present lecture does.

3. Personnel Notes:

- a. [] underwent an operation for removal of a disc on Wednesday, 20 March. He is now convalescing at Suburban Hospital and may return to his home this coming week-end. He will probably have to remain at home from four to six weeks. 25X1
- b. [] was on sick leave Thursday and Friday, 21 and 22 March. 25X1
- c. [] was on sick leave Monday, 25 March. 25X1
- d. [] father-in-law died on Sunday, 24 March and [] left for Chicago, Illinois, on Monday, 25 March, expecting to return by the first of next week. 25X1
- e. [] was on annual leave Monday, 25 March. 25X1
- f. [] is still out of town presenting the third Writing Workshop for the Office of Communications personnel.

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